



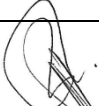
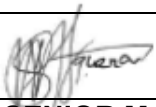
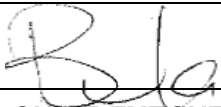
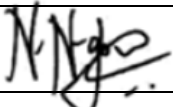

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1. LIST OF ACRONYMS AND ABBREVIATIONS

Term	Description
Accounting Authority	Refers to the Board tasked with a responsibility of providing strategic leadership for FoodBev SETA and ensure it fulfils its mandate and obligations in terms of FoodBev SETA constitution and the Skills Development Act.
Confidential Information	Refers to any recorded information, regardless of form or medium, in the possession or under the control of FoodBev SETA, which information is not automatically available under the provisions of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA).
Data Subject	Refers to a natural or juristic person who will provide FoodBev SETA or its Operator(s) with Personal Information. Data Subjects may provide their information under various lawful bases, including consent, contract, legal obligation, or legitimate interest. The framework acknowledges all bases, not just consent.
Deputy Information Officer (“DIO”)	Refers to a person appointed by the Information Officer to assist in fulfilling the responsibilities as set out in POPIA, in this context the Senior Manager: Corporate Services or delegated official.
Employee	Refers to any person who works for or assists FBS in conducting its business and receives remuneration, excluding independent contractors as defined in the Labour Relations Act.
Guide	Refers to the PAIA Guide developed by the Information Regulator which seeks to assist a person who wishes to exercise any right contemplated in PAIA and POPIA.
Information Officer (“IO”)	Refers to the Chief Executive Officer or delegated official.
PAIA	Refers to the Promotion of Access to Information Act No. 2 of 2000 (as Amended).
Personal Information	Refers to information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Reference to Personal Information shall carry the meaning as defined in the POPI Act.
POPIA	Refers to the Protection of Personal Information Act No.4 of 2013 (as amended).

Term	Description
Record	<p>Refers to any recorded information, regardless of form or medium including:</p> <ul style="list-style-type: none"> i. Writing on any material. ii. 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. iii. Label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means. iv. Book, map, plan, graph or drawing. v. 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 being reproduced.
Regulator	Refers to the Information Regulator.
Requester	Refers to any person or entity (including any Data Subject) requesting access to a record that is under the control of FoodBev SETA.
Service Provider	Refers to a person or entity which provides goods, services and/or, work to FoodBev SETA in terms of FoodBev SETA's supply chain management processes/system.
Stakeholder	Refers to any person other than an employee of FoodBev SETA who the SETA engages with, this includes but not limited to learners, levy paying and non-levy paying employers, TVET Colleges, NGOs, Associations in the sector, Skills Development Providers, SDF, DHET, NT and NSF.
Third Party	Any natural or juristic person other than the Data Subject or FoodBev SETA, who may be affected by the disclosure of a record or to whom personal information may relate or be disclosed, including service providers, regulators, government departments, and other stakeholders.

2. OVERVIEW AND PURPOSE

- 2.1. This Manual is published in accordance with section 14 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA). It gives effect to the constitutional right of access to any information held by the state, as enshrined in section 32 of the Constitution, to promote transparency, accountability, and the effective exercise and protection of rights.
- 2.2. The purpose of this Manual is to:
 - 2.2.1. Provide a reference for the public on the structure, functions, and information held by FoodBev SETA (FoodBev).
 - 2.2.2. Set out the procedures and fees applicable to requesting access to records held by FoodBev.
 - 2.2.3. Fulfil the requirement to publish an addendum describing FoodBev's processing of personal information, as required by the Protection of Personal Information Act, No. 4 of 2013 (POPIA).
- 2.3. Terms used in this Manual bear the same meaning as ascribed to them in PAIA and POPIA, unless otherwise stated.

3. DESCRIPTION OF FOODBEV SETA'S FUNCTIONS AND STRUCTURE

3.1. FoodBev SETA's functions

FoodBev is a Sector Education and Training Authority established in terms of section 9 (1) of the Skills Development Act. The functions of FoodBev SETA (as set out in the Skills Development Act) are *inter alia* to:

- 3.1.1. develop a sector skills plan (SSP) within the framework of the National Skills Development Plan;
- 3.1.2. implement its SSP by establishing learnerships, approving workplace skills plans, allocating grants, as well as monitoring education training in the sector;
- 3.1.3. promote learnerships by identifying workplaces for practical work experience, supporting the development of learning materials, improving the facilitation of learning and assisting in the conclusion of learnership agreements;
- 3.1.4. register learnership agreements;
- 3.1.5. obtain accreditation from the South African Qualifications Authority;

- 3.1.6. collect and disburse the skills development levies in the sector;
 - 3.1.7. liaise with the National Skills Authority on the national skills development policy, the national skills development strategy as well as its sector skills plan; and
 - 3.1.8. perform any other duties imposed by the Skills Development Act and the Skills Development Levies Act or consistent with the purposes thereof.
- 3.2. FoodBev SETA has all such powers as are necessary to enable it to perform its duties as set out above and any other powers conferred upon it by virtue of the Skills Development Act.

3.3. **FoodBev SETA's Mandate**

FoodBev SETA's mandate is derived from the Constitution of the Republic of South Africa, which gives everyone the right to education. Section 29 (b) states that everyone has the right to further education, which the state, through reasonable measures, must make progressively available and accessible. This constitutional mandate is strengthened by Schedule 3A of the PFMA (as amended) and the following key pieces of legislation which are directly applicable to the FoodBev SETA:

- 3.3.1. National Skills Development Plan (NSDP);
- 3.3.2. The Skills Development Act of 1998 (Act No. 97 of 1998) (SDA) (as amended in 2008);
- 3.3.3. The Skills Development Levies Act of 1999 (Act No.9 of 1999);
- 3.3.4. The National Qualifications Framework Amendment Act of 2019;
- 3.3.5. The Sector Education and Training Authorities SETAs Grant Regulations regarding monies received by a SETA and related matters;
- 3.3.6. The Public Finance Management Act (as amended); and
- 3.3.7. The National Treasury Regulations governing public entities.

3.4. **Vision and Mission**

FoodBev SETA's vision and mission are set out below.

Vision

A Skilled and Employable Society.

Mission

Supporting the drive to:

- Increase employability of workforce entrants,
- Enhance greater entrepreneurship,
- Improve the competitiveness of the industry, and
- Maintain relevance of the SETA skills interventions to the sector.

By

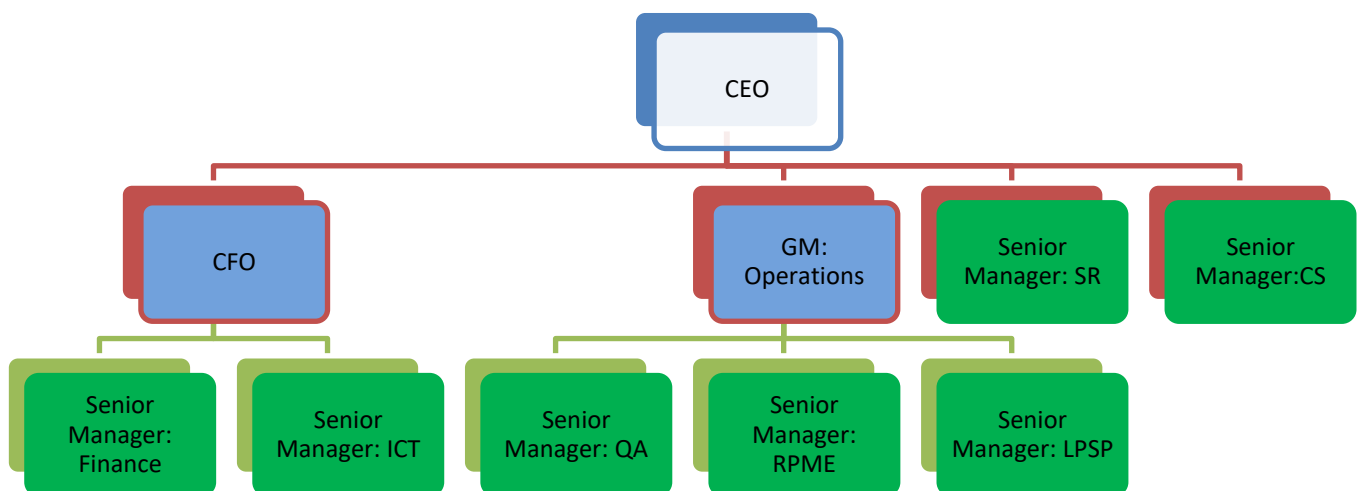
- Facilitating skills training and
- Driving investment in human capital development.

Through

- Innovation and being the best at managing SETA Funds.
- Collaborating with learning and industry partners, and
- Increasing visibility of what we do and what we can offer.

3.5. FoodBev SETAs High-Level Structure

FoodBev SETA's organisational structure is overseen by an Accounting Authority (Board) and led by a Chief Executive Officer (the Information Officer), supported by CFO, General Manager: Operations, Senior Managers for Corporate Services, and Stakeholder Relations and other key divisions. The most current structure can be found on the FoodBev website and is shown below:



4. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

4.1. FoodBev SETA provides services primarily to stakeholders within the food and beverages manufacturing sector. These services include:

- i. Facilitating skills development and learnerships.
- ii. Managing the discretionary and mandatory grant funding processes.
- iii. Quality assuring training provision.
- iv. Providing sector research and skills development advice.

4.2. Information on how to access these services, including application windows and stakeholder events, is available on the FoodBev SETA website (www.foodbev.co.za) and other official communication platforms.

5. CONTACT DETAILS

5.1. Information Officer and Deputy Information Officer

To request access to FoodBev SETA's records in terms of PAIA, Requesters must complete the request form enclosed in Annexure A and address it to the Information Officer:

Role	Contact Person	Phone	Email
Information Officer	Chief Executive Officer	011 253 7310	informationofficer@foodbev.co.za
Deputy Information Officer	Senior Manager: Corporate Services	011 253 7307	informationofficer@foodbev.co.za
Physical Address 7 Wessels Road, Rivonia, 2128		Postal Address PO Box 245, Gallo Manor, 2052	

6. THE INFORMATION REGULATOR'S GUIDE

6.1. A comprehensive guide to using PAIA and POPIA is available on the website of the Information Regulator. This guide, available in all official languages, explains the rights of requesters and how to exercise them.

6.2. Any queries regarding the Guide or the PAIA/POPIA processes should be directed to:

The Information Regulator of South Africa

Website: www.inforegulator.org.za

Email: enquiries@inforegulator.org.za

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: PO Box 31533, Braamfontein, Johannesburg, 2017

7. INFORMATION HELD BY FOODBEV SETA

The following tables describe the categories of records held by FoodBev. The inclusion of a record in the "not automatically available" list does not mean access will be granted; such requests are subject to the grounds of refusal in Chapter 4 of PAIA.

7.1. Records Automatically Available

These records are generally available on the FoodBev SETA website (www.foodbev.co.za) and do not require a formal PAIA request

Category	Document / Record Type
Tender Documents	<ul style="list-style-type: none">i. Advertisedii. Awardediii. Cancellediv. Closed tendersv. Register of bidsvi. Requests for Quotations (RFQs).
Legislative Framework	<ul style="list-style-type: none">i. Skills Development Actii. Skills Development Levies Act.iii. Public Finance Management Activ. Grant and Learnership Regulationsv. POPIA
Strategic Documents	<ul style="list-style-type: none">i. Sector Skills Plan (SSP)ii. Annual Performance Plan (APP)iii. Annual Reportsiv. DHET Noticesv. AGM Reportsvi. Research Reports

Category	Document / Record Type
Marketing & Communications	<ul style="list-style-type: none"> i. Newsletters ii. Event information iii. Stakeholder workshop presentations.
Compliance	<ul style="list-style-type: none"> i. Section 18 POPIA Informed Consent Notice
Learning Programmes	<ul style="list-style-type: none"> i. Grant Funding Policy ii. Discretionary Grant funding window adverts iii. Indicium and DG application user manuals
Quality Assurance	<ul style="list-style-type: none"> i. List of FoodBev SETA registered qualifications and unit standards.

7.2. Records Not Automatically Available

Access to these records must be requested formally. Disclosure may be refused under one or more of the grounds for refusal in PAIA.

Category	Document / Record Type
Core Operations & Agreements	<ul style="list-style-type: none"> i. Internal investigation and forensic audit files ii. Litigation cases iii. Board and Committee resolutions iv. Service Level Agreements (SLAs) v. Memorandums of Understanding (MoUs) vi. Learner information (enrolment forms, agreements) vii. Due diligence and site visit reports.
Corporate Services: HR	<ul style="list-style-type: none"> i. Personnel files (manual and electronic) ii. Employment contracts iii. Employee benefits and payroll records iv. Recruitment and training records v. Labour relations correspondence vi. Policies and procedures vii. Organisational Structure
Corporate Services: Marketing	<ul style="list-style-type: none"> i. Communication Strategy

Category	Document / Record Type
Risk and Compliance	<ul style="list-style-type: none"> i. Risk registers and management strategies ii. Investigation and whistleblowing reports iii. Compliance universe iv. Quarterly reports
Finance, ICT & SCM	<ul style="list-style-type: none"> i. Bank account and asset registers ii. Accounting records
(ICT)	<ul style="list-style-type: none"> i. Records Management Framework ii. BCM and Disaster Recovery Plans iii. ICT policies and licenses.
(SCM)	<ul style="list-style-type: none"> i. Tender and bid documentation (including specifications, committee minutes, scoring) ii. Supplier and bidder information iii. Contract management file iv. SCM Policy.
Internal Audit	<ul style="list-style-type: none"> i. Departmental reviews and reports ii. Audit findings and plans iii. Forensic audits iv. Audit & Risk Committee minutes and reports

8. HOW TO REQUEST ACCESS TO RECORDS

8.1 The Request Form

- i. A request for access must be made on the prescribed form, which is attached to this manual as **Annexure A**.
- ii. The form must be completed with sufficient detail to enable the Information Officer to identify the record and the requester.

8.2 Submitting the Request

- i. The completed form must be submitted to the Information Officer or Deputy Information Officer via email, post, or by hand delivery to the physical address in section 5.1.

8.3 Assistance with Requests

- i. Requests on behalf of another person:

- a) Proof of the requester's capacity (e.g., a power of attorney) must be attached to the form.
- ii. Requests by persons with disabilities:
 - a) If a requester is unable to complete the form due to a disability or illiteracy, they may make a verbal request.
 - b) The Information Officer or Deputy Information Officer will assist in completing the form.
- iii. Insufficient detail:
 - a) The Information Officer will assist the requester to identify the correct record or,
 - b) if the request should have been directed to another public body, will provide the requester with the relevant contact details.

8.4 Internal Procedure for Processing Requests

Upon receipt of a completed request form, the following process will be followed:

- i. Acknowledgement and Logging
 - a) The Deputy Information Officer will acknowledge receipt of the request within 3 (three) business days and log it in the central request register.
- ii. Identity Verification:
 - a) The requester's identity will be verified.
 - b) A certified copy of the identity document (for natural persons) or a resolution from the relevant authority (for juristic persons) must be provided.
- iii. Information Gathering:
 - a) The Deputy Information Officer will formally request the relevant Head of Department to provide all records pertaining to the request.
 - b) The department must deliver the records to the Deputy Information Officer within a timeframe that allows for final review and response within the statutory 30-day period.
- iv. Compilation and Review:
 - a) The Deputy Information Officer will compile the information, review it for any third-party information that may require redaction or consultation (**see Section 12**), and prepare the final response.

- v. Response:
 - a) The final decision will be communicated to the requester in their preferred manner, as indicated on the request form.

9. TRANSFER OF REQUESTS

- 9.1. The Information Officer (or delegate) of FoodBev SETA may transfer requests for records to another public body when:
 - 9.1.1. The record is in the possession of that public body.
 - 9.1.2. The subject matter of the record is more closely associated with the functions of that public body.
 - 9.1.3. The record was created for that public body or was received first by that body.
 - 9.1.4. The record contains commercial information in which that public body has a greater commercial interest.
- 9.2. In such instances the Information Officer would have to transfer the request to the other public body as soon as is reasonably possible, but within 14 working days after the request is received. If FoodBev SETA is in possession of the record which is being requested and the SETA's Information Officer considers it helpful to do so to enable the Information Officer of the other public body to deal with the request, the record or a copy of the record will be sent to that Information Officer.
- 9.3. If a request for access to a record has been transferred, any period prescribed for the completion of an activity related to the request, has to be computed from the date it was received by the Information Officer to whom it was referred. All the relevant periods (as prescribed in PAIA) that apply to a request for information have to be adhered to.
- 9.4. When a request for access has been transferred, the Information Officer / Deputy Information Officer will immediately notify the Requester of:
 - 9.4.1. The transfer.
 - 9.4.2. The reasons for the transfer.
 - 9.4.3. The period within which the request must be dealt with.
- 9.5. The Information Officer / Deputy Information Officer will reasonably ensure that a record to which access has been requested is preserved until a decision is taken about access to the information.
- 9.6. Requests may also be made telephonically to FoodBev SETA. Such requests may be directed to the Deputy Information Officer on the contact information provided in this

Manual. Individuals may however be directed to lodge such requests formally depending on the nature of telephonic request made.

10. PRESCRIBED FEES

- 10.1. Imposed fees are required in terms of section 22 of PAIA. A fee schedule is attached to this manual. Fees are paid at the inception of a request and thereafter, fees are incurred for search processes and reproduction costs.
- 10.2. Fees for accessing records are prescribed by PAIA.
- 10.2.1. Request fee: A non-refundable fee (R50.00) must be paid before a request (other than a personal request for one's own information) is processed.
- 10.2.2. Access fee: If a request is granted, a fee must be paid for the time spent searching for and preparing the record, as well as for reproduction costs.
- 10.3. **Exemption from fees**
- A requester is exempt from paying fees if:
- 10.3.1. The request is for their own personal information.
- 10.3.2. The requester is a natural person whose annual income falls below the threshold prescribed in the PAIA regulations.
- 10.4. The prescribed fees and a detailed breakdown are provided in **Annexure B**.
- 10.5. Payment must be made via Electronic Funds Transfer (EFT) to the following bank account, using the requester's name and surname as a reference:
- **Account Name:** Food and Beverages Manufacturing SETA
 - **Bank:** First National Bank
 - **Branch Code:** 210554
 - **Account Number:** 62425006758
- 10.6. Proof of payment must be emailed to **informationofficer@foodbev.co.za**.

11. DECISION ON THE REQUEST

- 11.1. The Information Officer will decide on the request within 30 calendar days of receipt, which may be extended by a further 30 days if the request is complex or requires consultation with a third party.
- 11.2. The requester will be notified in writing of any extension.
- 11.3. Access to a record may be granted unless it falls within one of the grounds of refusal listed in Chapter 4 of PAIA. These grounds protect, among others:

- 11.3.1. The privacy of a third party (natural person).
- 11.3.2. Commercial information of a third party (e.g., trade secrets).
- 11.3.3. Certain records of law enforcement and legal proceedings.
- 11.3.4. Records privileged from production in legal proceedings.
- 11.4. If the request is granted, the requester will be informed of the access fee payable. The record will only be released upon receipt of payment.
- 11.5. If the request is refused, the requester will be provided with written reasons for the refusal, including the relevant grounds of refusal under PAIA, and information on the remedies available.

12. NOTIFICATION OF AND CONSULTATION WITH THIRD PARTIES

- 12.1. If a request pertains to a record containing information about a third party, the Information Officer must, as far as reasonably possible, inform that third party of the request.
- 12.2. The third party will be notified in writing and given **21 days** to make representations as to why the request should be refused (e.g., on grounds of protecting their privacy or commercial information).
- 12.3. The Information Officer will consider any representations received before making a final decision.
- 12.4. Both the requester and the third party will be notified of the decision in writing.
- 12.5. If access is granted despite the third party's objections, the third party will be informed of their right to appeal the decision before the record is released.

13. REMEDIES AVAILABLE TO THE REQUESTER

- 13.1 Internal Appeal
 - i. A requester may lodge an internal appeal against any decision of the Information Officer (e.g., a refusal of access, a fee decision) or against a decision to grant a third party's request for their information.
 - ii. The appeal must be lodged on the prescribed form (**Annexure C**) within 60 days of the date of the decision.
 - iii. The appeal must be addressed to the Accounting Authority (Board) and submitted to the Information Officer.
 - iv. The Accounting Authority will decide on the appeal within 30 working days.

13.2 External Remedies

- i. A requester or third party who is dissatisfied with the outcome of an internal appeal may apply to a court or the Information Regulator for appropriate relief.

14. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

- 14.1. If, after a diligent search, a requested record cannot be found or it is determined that it does not exist, the Information Officer will notify the requester by way of an affidavit or affirmation to that effect.
- 14.2. This response will be provided within the 30-day period for processing the request.

15. DATA SUBJECT RIGHTS AND POPIA COMPLIANCE

This section serves as the addendum to the PAIA Manual required by POPIA.

15.1 Purpose of Processing Personal Information

FoodBev SETA processes personal information for the following purposes, which are necessary for the performance of its public law duties, for compliance with legal obligations, or for its legitimate interests:

15.1.1 Human Resources Administration

- i. Recruitment
- ii. Employment contract management
- iii. Payroll
- iv. Performance management
- v. Employee benefits
- vi. Compliance with labour and tax
- vii. B-BBEE laws

15.1.2 Governance

- i. Processing nominations and information of Accounting Authority members

15.1.3 Skills Development & Grant Funding:

- i. Managing learnerships
- ii. Allocating grants
- iii. Verifying learner and employer information

- iv. Liaising with the DHET and NSF

15.1.4 Stakeholder and Supplier Management

- i. Communicating with stakeholders,
- ii. Processing service provider information for procurement,
- iii. Managing SLAs.

15.1.5 Legal and Risk Compliance

- i. Conducting audits
- ii. investigations
- iii. due diligence
- iv. and fraud prevention activities
- v. complying with legal requests from regulators, courts, and law enforcement

15.1.6 Security and Operations

- i. Access control to premises
- ii. CCTV monitoring
- iii. IT access and support,
- iv. data backup

15.1.7 Communication

- i. General and specific communication with stakeholders.

15.1.8 Internal Research

- i. Conducting statistical analysis and sector research.

15.2 Categories of Data Subjects and Personal Information

Categories of Data Subjects	Personal Information that may be Processed
<i>Employees</i>	<ul style="list-style-type: none"> i. Name ii. Contact details iii. ID number iv. Race v. Gender

Categories of Data Subjects	Personal Information that may be Processed
	<ul style="list-style-type: none"> vi. Marital Status vii. Qualifications viii. Employment History ix. Financial information (banking details, tax number) x. Medical information (for health purposes) xi. Biometric Information
<i>Learners / Applicants</i>	<ul style="list-style-type: none"> i. Name ii. Contact details iii. ID number iv. Qualifications v. Learnership Agreements vi. Banking Details
<i>Board Members</i>	<ul style="list-style-type: none"> i. Name ii. Contact details iii. ID number iv. Qualifications v. Tax Information vi. Banking Details
<i>Stakeholders / Service Providers</i>	<ul style="list-style-type: none"> i. Name of contact person ii. Company Registration Number iii. Contact Details iv. B-BBEE status, v. Tax Information vi. Banking details
<i>Website Visitors</i>	<ul style="list-style-type: none"> i. IP addresses and browsing behaviour collected via cookies (see website policy for details).

15.3 Recipients of Personal Information

FoodBev may share personal information with the following categories of recipients, subject to confidentiality and POPIA compliance:

15.3.1 **Government and Regulatory Bodies**

- i. DHET, National Treasury
- ii. SARS
- iii. the Information Regulator
- iv. The Auditor-General of South Africa

15.3.2 **Third-Party Service Providers**

- i. Auditors
- ii. ICT service providers (including cloud storage)
- iii. Payroll Administrators
- iv. Legal Counsel
- v. Research Partners, who process information on behalf of FoodBev

15.3.3 **Other Public Bodies**

- i. In response to a valid PAIA request.

15.3.4 **Law Enforcement and Courts**

- i. As required or permitted by law.

15.4 **Transborder Information Flows**

15.4.1 FoodBev SETA may transfer personal information to a third party in another country only if:

- i. The recipient is subject to a law, binding corporate rules, or a binding agreement which provides an adequate level of protection that effectively upholds principles for reasonable processing of the information; or
- ii. The data subject consents to the transfer.

15.5 **Information Security Measures**

FoodBev SETA has implemented appropriate technical and organisational measures to secure the integrity and confidentiality of personal information and to protect it against unlawful access, loss, or damage. These measures include:

15.5.1 **Access Control**

- i. Physical access to premises is controlled.
- ii. Access to personal information is restricted to employees on a need-to-know basis.

15.5.2 IT Security

- i. Use of firewalls, passwords, encryption, and access control on shared drives.
- ii. Regular data backups are performed.

15.5.3 Vendor Management

- i. Service providers are contractually obliged to implement and maintain security measures.

15.5.4 Policies

- i. Staff are bound by internal policies and procedures regarding data protection and confidentiality.

15.6 **Disposal of Records**

15.6.1 Records are disposed of in accordance with an approved records management and disposal schedule, in line with the National Archives and Records Service of South Africa Act. Records that are subject to a PAIA request or legal proceedings will not be destroyed until the matter is concluded.

15.6.2 FoodBev SETA reserves the right to lawfully dispose of certain records in terms of authorities obtained from the National Archives and Records Service.

15.6.3 Requesters will be advised whether a particular record has been disposed of where this is relevant to the records requested.

15.6.4 In accordance with section 24(1) of POPIA, FoodBev SETA may, upon receipt of the request from a data subject:

- i. correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or

- ii. destroy or delete a record of personal information about the data subject that FoodBev SETA is no longer authorised to retain in terms of section 14 of POPIA.

15.6.5 Notwithstanding the above, and in accordance with section 21 of PAIA, FoodBev SETA will not destroy or dispose of any record that is the subject of a request for access until a final decision has been made on the request, including the outcome of any internal appeal, application, or court proceedings related thereto.

16. UPDATING AND AVAILABILITY OF THIS MANUAL

- 16.1 This Manual will be reviewed and updated annually, or as necessary when there are material changes to FoodBev's functions or the law.
- 16.2 The Manual is available in English, isiZulu, and Sesotho.
- 16.3 Copies can be obtained free of charge from the FoodBev SETA offices or downloaded from the website: www.foodbev.co.za.

17. PRESCRIBED FORMS AND FEE STRUCTURE

The forms and fee structure prescribed under PAIA are available in the annexures to this Manual.

18. ANNEXURE A – REQUEST FOR ACCESS TO RECORD FORM

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

(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 <i>(when made on behalf of another person)</i>				
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> :				

PERSONAL INFORMATION			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><i>Provide full details 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.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <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			
FORM OF ACCESS <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>			

PERSONAL INFORMATION	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <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	
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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>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.</i>	
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
<p>a) <i>A request fee must be paid before the request is considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</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	

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:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

19. ANNEXURE B – OUTCOME OF REQUEST AND OF 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:

TO: _

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 B.	
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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 regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy	R1.50 per page or part thereof		
Printed copy	R1.50 per page or part thereof		
For a copy in a computer-readable form on:			
(i) Flash drive (To be provided by requestor)	R40.00		
(ii) Compact disc	R40.00		
• If provided by requestor	R60.00		
• If provided to the requestor			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search		Amount of deposit (<i>calculated on one third of total amount per request</i>)	
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The amount must be paid into the following Bank account:

Name of Bank: First National Bank

Name of account holder: Food and Beverages Manufacturing SETA

Type of account: Cheque

Account number: 62425006758

Branch Code: 210554

Reference Nr: Name and surname

Submit proof of payment to: informationofficer@foodbev.co.za

Signed at _____ this _____ day of _____ 20 _____

Information officer

20. ANNEXURE C – INTERNAL APPEAL FORM

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY			
Name of Public Body			
Name and Surname of Information Officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
Is the internal appeal lodged on behalf of another person?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED (If lodged by a third party)			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
DECISION AGAINST WHICH INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>			

Refusal of request for access	
Decision regarding fees prescribed in terms of section 22 of the Act	
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	
Decision to grant request for access	
 GROUNDS FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

FOR OFFICIAL USE OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>	
Date received:	

Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
OUTCOME OF APPEAL			
Refusal of request for access. Confirmed?	Yes	<input type="checkbox"/>	New decision (<i>if not confirmed</i>)
	No	<input type="checkbox"/>	
Fees (Sec 22). Confirmed?	Yes	<input type="checkbox"/>	New decision (<i>if not confirmed</i>)
	No	<input type="checkbox"/>	
Extension (Sec 26(1)). Confirmed?	Yes	<input type="checkbox"/>	New decision (<i>if not confirmed</i>)
	No	<input type="checkbox"/>	
Access (Sec 29(3)). Confirmed?	Yes	<input type="checkbox"/>	New decision (<i>if not confirmed</i>)
	No	<input type="checkbox"/>	
Request for access granted. Confirmed?	Yes	<input type="checkbox"/>	New decision (<i>if not confirmed</i>)
	No	<input type="checkbox"/>	

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority