

**APPLICATION FORM TO REQUEST ACCESS TO A RECORD OF PERSONAL INFORMATION HELD
BY THE COMPANY IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, ACT NO 4
OF 2013 (AS AMENDED)**

A. 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 fax number with the Republic of South Africa to which the information should be sent, must be given.

c) Proof of capacity in which the request is made must be attached (if applicable).

Full Names and Surname: _____

Identity Number:

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Postal Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Capacity in which request is made when made on behalf of another person:

B. Particulars of person on whose behalf request is made:

Full Names and Surname: _____

This section must ONLY be completed if a request for information is made on behalf of another person.

Identity Number:

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C. Particulars of record:

- a) Provide full details of the record to which access is requested.

b) If the provide space is inadequate, please continue on a separate page/ annexure and attach it to this form. The requested must sign all additional pages/ annexures.

1. Description of record or portion of the record requested:

2. Reference Number/ Heading (if Applicable):

3. Any further particulars of record:

Signed at _____ this day ____ of _____ year _____.

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

Applications can only be submitted by email to nick@olm.edu.za

FOR INTERNAL USE

Request received from: _____

Acting on Behalf of: _____ (if applicable)

Signature of Information Officer of the Company