



PRESCRIBED FORM 2

REQUEST FOR ACCESS TO RECORDS HELD BY VODACOM

(Regulation 7 of the Promotion of Access to Information Act, 2 of 2000)

A. PARTICULARS OF VODACOM

The Head: Vodacom

082 Vodacom Boulevard

Vodacom Valley

Midrand

1685

Select Type of Request

Type of Request	Where to send the request?
Request for records or description of Personal Information that Vodacom holds about the Requester <i>(any record excluding itemized billing older than 90 days, call data records, RICA / Ownership details)</i>	privacy@vodacom.co.za
Other requests of records held by Vodacom <i>(any and all call data records, RICA / Ownership details and itemized billing older than 90 days, including third party requests)</i>	accesslea@vodacom.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- The particulars of the person who requests access to the record must be completed below*
- Proof of identity must be attached by the Requester*
- If request is made on behalf of another person, proof of such authorisation must be attached to this form*

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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>				
Identity Number				
Postal Address				
Street Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

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C. PARTICULARS OF RECORD REQUESTED

<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. (If the provided space is inadequate, please continue on a separate page and attach it to this form.)</i>	
<i>The Requester must sign all the additional pages</i>	
Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

D. TYPE OF RECORD

Mark the applicable box with an "X"

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
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	

E. FORM OF ACCESS

Mark the applicable box with an "X"

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>	

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

F. MANNER OF ACCESS

Mark the applicable box with an "X"

Personal inspection of record at registered address of Vodacom <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> <i>Note: Call recordings may be made available to be heard at a Vodacom shop</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed <i>format (including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(Note: 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>	

G. 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:	

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H. FEES

- a) 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
- b) You will be notified of the amount required to be paid as the request fee
- c) 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 such record

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason	

I. 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.

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20

Signature of Requester/person on whose behalf request is made

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