

Promotion of Access to Information Act Policy and Manual

27four Group



1 DEFINITIONS

In this Policy, the following terms and expressions shall have the meanings assigned to it as follows:

- 1.1 Constitution – The Constitution of the Republic of South Africa, No. 108 of 1996.
- 1.2 Information Officer – The person designated as the Information Officer and/or Deputy Information Officer of an entity within the 27four Group in accordance with the provisions of POPIA.
- 1.3 Information Regulator – The regulator established in terms of Section 39 of POPIA.
- 1.4 In writing – Any written format whether physical or electronic.
- 1.5 IR Guide – The document produced by the Information Regulator in terms of section 10(1) of PAIA to provide guidance to the public on their rights in terms of PAIA and POPIA available in each of the official languages and in braille on the Information Regulator website (<https://www.justice.gov.za/inforeg/>).
- 1.6 PAIA – The Promotion of Access to Information Act, No 2 of 2000.
- 1.7 Personal Information – Information relating to a person's:
 - 1.7.1 race, gender, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth;
 - 1.7.2 education, medical, financial, criminal or employment history;
 - 1.7.3 unique identifying numbers including identity/registration/passport numbers and numbers allocated to a person by companies and institutions, for e.g. bank account, client or member account numbers;
 - 1.7.4 contact particulars including physical address, phone numbers, email and other social media addresses or handles and GPS locations;
 - 1.7.5 private communications and opinions;
 - 1.7.6 any other information connected to a person that says something about the person, for e.g. biometric information, personal preferences, idiosyncrasies and names on lists like credit blacklists.
- 1.8 POPIA – The Protection of Personal Information Act, No 4 of 2013.
- 1.9 Requester – Any party requesting information or records from the 27four Group.

2 INTRODUCTION

- 2.1 In terms of section 32 of the Constitution every person has the right of access to any information held:
- 2.1.1 by the state; and
 - 2.1.2 by another person that is required for the exercise or protection of any rights of such person.
- 2.2 PAIA gives effect to this constitutional right of access to information.
- 2.3 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.
- 2.4 Where a request is made in terms of PAIA, the party to which the request is made is obliged to release the information, except where such request may be refused in terms of the provisions of PAIA or POPIA.
- 2.5 PAIA governs the requisite procedural issues attached to a request for information from a party.
- 2.6 POPIA governs the processing, meaning the collection, use, dissemination, management, storage and protection, of all Personal Information by responsible persons.
- 2.7 The 27four Group has approved and implemented a POPIA policy and this PAIA Policy and Manual and the procedures herein should be adhered to when processing a request for information by a Requester.
- 2.8 This Manual applies to all employees of the 27four Group, regardless of seniority or status, and includes those persons on secondment or contracted to the 27four Group.
- 2.9 This Manual must be read with the POPIA Policy in the event of the request for information relating to Personal Information.

3 SCOPE OF POLICY

This Policy applies to the 27four group of companies consisting of 27four Holdings Proprietary Limited and its subsidiaries ("27four Group"):

- 27four Collective Investments (RF) Proprietary Limited (27four CI);
- 27four Investment Managers Proprietary Limited (27four IM);
- 27four Life Limited (27four Life), and
- 27four Wealth (Pty) Ltd (27four Wealth).

4 PURPOSE OF THIS POLICY

- 4.1 This Policy informs Requesters on the basis on which information may be requested from an entity in the 27four Group as a business unit or individually from 27four CI, 27four IM, 27four Life or 27four Wealth.
- 4.2 Section 9 of PAIA recognises that the right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to limitations aimed at the reasonable protection of:
- 4.2.1 privacy of a party as further protected in terms of POPIA;
 - 4.2.2 commercial confidentiality; and
 - 4.2.3 effective, efficient and good governance
- in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- 4.3 This Policy further provides for a uniform procedure for a Requester to request information from the 27four Group.

5 WHO MAY REQUEST INFORMATION

- 5.1 Section 50 of PAIA states that a Requester must be given access to any record of a private body if:
- 5.1.1 that record is required for the exercise or protection of any rights;
 - 5.1.2 that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
 - 5.1.3 access to that record is not refused in terms of any ground for refusal contemplated in PAIA.
- 5.2 There are two types of Requesters, being:
- 5.2.1 A personal Requester who is a Requester who is seeking access to a record containing Personal Information about that Requester. In such an instance the 27four Group will voluntarily provide the requested information or give access to any record with regard to the Requester's Personal Information.
 - 5.2.2 The other Requester is a Requester who is requesting access to information of third parties. In this instance the 27four Group is not obliged to voluntarily grant access. The Requester must fulfil the prerequisite requirements for access in terms of PAIA, including the payment of a request and access fee.

6 PROCEDURE FOR REQUESTING INFORMATION

- 6.1 The procedure for requesting information is explained in the IR Manual, which is available from the Information Regulator, or on written request from the 27four Group.
- 6.2 In accordance with the terms of section 53 of PAIA, a request for access to a record of 27four Group must be made in the prescribed form (attached hereto as "Form 2") that requires the Requester to provide the following information:
- 6.2.1 sufficient information to enable the Information Officer to identify the Requester;
 - 6.2.2 sufficient information to enable the Information Officer to identify the record(s) requested;
 - 6.2.3 the form of access required;
 - 6.2.4 the Requester's postal address, fax number or email address;
 - 6.2.5 identification of the right sought to be exercised or protected;
 - 6.2.6 an explanation on why the record is required to exercise or protect that right;
 - 6.2.7 the manner in which the Requester wishes to be informed of the decision on the request, if in a manner in addition to written notification; and
 - 6.2.8 if the request is made on behalf of a person, the submission of proof of the capacity in which the Requester makes the request, to the satisfaction of the Information Officer.
- 6.3 Form 2 must be addressed to:
- 27four: The Information Officer
Email Address: info@27four.com
Postal Address: PO Box 44467, Claremont, 7735
Physical Address: 5 Cavendish Road, Claremont, 7708
- 6.4 The request will be properly recorded and be kept in the information request register.
- 6.5 27four Group will process the request within 30 days, unless the Requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- 6.6 Note that all of the information listed above should be provided in the request, failing which the process will be delayed while the Information Officer requests such additional information. The prescribed periods will not commence until all pertinent information has been furnished to the Information Officer by the Requester.

- 6.7 The relevant Information Officer shall notify the Requester whether access has been granted or denied in the format of Form 3 hereto, together with reasons for any rejection.

7 COSTS AND FEES

- 7.1 Payment of fees is regulated in terms of Section 54 of PAIA. The Regulations to PAIA provide for two types of fees:

7.1.1 A request fee: This is a R140,00 non-refundable administration fee paid by all Requesters with the exclusion of personal Requesters. It must be paid before the request is considered.

7.1.2 An access fee: This fee is paid by all Requesters only when access is granted. This fee is intended to reimburse the 27four Group for the costs involved in searching for a record and preparing it for delivery to the Requester as set out below.

- 7.2 The Information Officer shall record on Form 3 sent to a Requester, other than a personal Requester, of the request fee and amount to be paid before the request may be further processed.

- 7.3 If, in the Information Officer's opinion, the search for a record or preparation of the record for disclosure will require more than six hours, the 27four Group may require the Requester to pay a deposit, not being more than one third of the access fee that would be payable if the request is granted. If the request is declined, the deposit must be repaid to the Requester.

- 7.4 The Requester has a right to complain to the Information Regulator or apply to court against the payment of the request fee or deposit, and the Information Officer shall advise of the procedure of the application if required.

- 7.5 27four Group shall withhold a record until the Requester has paid the fees.

- 7.6 If a deposit has been paid in respect of a request for access, which is refused, then 27four Group shall repay the deposit to the Requester.

- 7.7 The access fees payable by a requester are as follows:

7.7.1 For every photocopy of an A4-size page or part thereof: R2,00.

7.7.2 For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R2,00.

7.7.3 For a copy in a computer-readable form on compact disc, R40,00 if the disk is provided by the Requester, otherwise R60,00 and on flash drive, to be provided by the Requester, R40,00.

7.7.4 For a transcription of visual images, and for a copy of the visual images, for an A4-size page or part thereof: The cost of the services provider.

- 7.7.5 For a transcription of an audio record, for an A4-size page or part thereof: R24,00.
- 7.7.6 For a copy of an audio record on compact disc, R40,00 if the disk is provided by the Requester, otherwise R60,00 and on flash drive, to be provided by the Requester, R40,00.
- 7.7.7 To search for and prepare the record for disclosure, the access fee of R145,00 for each hour or part of an hour reasonably required for such search and preparation to the maximum of R435,00.
- 7.7.8 The actual cost incurred for postage if the record must be posted.

8 REQUEST FOR THIRD PARTY RECORDS

- 8.1 In the event of information being requested that relates to third parties that is in the 27four Group' possession, such requests will be dealt with in accordance with the provisions of sections 71 to 74 of PAIA.
- 8.2 The attention of the Requester is drawn to the provisions of Chapter 5, Part 3 of PAIA in terms of which the 27four Group is obliged to advise third parties of requests lodged in respect of information applicable to or concerning such third parties.
- 8.3 The manner in which this is done must be in the fastest means reasonably possible but in any event within 21 (twenty one) days, and if orally, the 27four Group must thereafter give the third party a written confirmation of the notification.
- 8.4 The third party may within 21 (twenty one) days thereafter either make a representation to the 27four Group as to why the request should be refused; alternatively grant written consent to the disclosure of the record.
- 8.5 The third party must be advised of the decision taken by the 27four Group on whether to grant or decline the request and must also be advised of his/ her/ its right to appeal against the decision by way of application to the Information Regulator or court within 30 days after the notice.
- 8.6 In addition, the provisions of Chapter 2 of Part 4 of PAIA entitle third parties to dispute the decisions of the Information Officer by referring the matter to the Information Regulator or the High Court.

9 DECISIONS ON REQUESTS

- 9.1 In accordance with Section 55 of PAIA, the 27four Group must take all reasonable steps to find the record that has been requested. If the record cannot be found or does not exist, the Information Officer must notify the Requester by way of affidavit or affirmation that it is not possible to give access to the record. This is deemed a refusal of the request. If, however, the record is later found, the Requester must be given access if the request would otherwise have been granted.

- 9.2 Section 56 of PAIA provides that the 27four Group must, within 30 (thirty) days of receipt of a correctly completed request, notify the Requester of its decision as to whether the request has been granted or not.
- 9.3 If the request is:
- 9.3.1 Granted: Form 3 must state the applicable access fee required to be paid, together with the procedure to be followed should the Requester wish to apply to court against such fee, and the form in which access will be given.
- 9.3.2 Declined: Form 3 must include adequate reasons for the decision, together with the relevant provisions of PAIA or POPIA relied upon and provide the procedure to be followed should the Requester wish to apply to the Information Regulator or court against the decision.
- 9.4 The Information Officer may extend the period of 30 (thirty) days by a further period not exceeding 30 (thirty) days, if:
- 9.4.1 the request is for a large number of records or requires a search through a large number of records;
- 9.4.2 the request requires a search for records located in a different office of 27four Group not situated in the same city;
- 9.4.3 consultation between divisions of 27four Group, or with another private body, is required; or
- 9.4.4 the Requester consents to the extension.
- 9.5 The Requester must be notified within the initial 30 (thirty) day period, in writing, of the extension, together with reasons therefor, and the procedure involved should the Requester wish to apply to the Information Regulator or court against the extension.
- 9.6 Any failure of the 27four Group to respond to the Requester within the 30 (thirty) day period, barring an extension, constitutes a deemed refusal of the request.

10 GROUNDS OF REFUSAL OF REQUEST

- 10.1 Notwithstanding compliance with section 50 of PAIA, a request may be declined in accordance with one of the prescribed grounds in terms of PAIA, namely:
- 10.1.1 Section 63 of PAIA prohibits the unreasonable disclosure of the Personal Information of third parties who are natural persons to Requesters. This includes the Personal Information of deceased persons.
- 10.1.2 Section 64 states that a request must be refused if it relates to records containing third party information pertaining to:

- trade secrets;
- financial, commercial, scientific or technical information where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
- information supplied in confidence by the third party, the disclosure of which would reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

10.1.3 Section 53 prohibits disclosure of information if such disclosure constitutes a breach of any duty of confidentiality owed to a third party in terms of an agreement.

10.1.4 In terms of section 66, the 27four Group must refuse a request for access to a record of the body if disclosure could reasonably be expected to:

- endanger the life or physical safety of an individual;
- prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property; or
- prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public.

10.1.5 Section 67 mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.

10.1.6 Section 68 pertains to records containing information about the 27four Group itself and unlike the other provisions pertaining to decline of a request, is not mandatory, but rather discretionary. The 27four Group may refuse access to a record if the record:

- contains trade secrets of the 27four Group;
- contains financial, commercial, scientific or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of the 27four Group;
- contains information which, if disclosed, could reasonably be expected to put the 27four Group at a disadvantage in contractual or other negotiations, or prejudice the 27four Group in commercial competition; or
- consists of a computer program owned by the 27four Group.

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

10.1.7 Section 69 prohibits the disclosure of information about research where disclosure is likely to expose a third party, the person conducting the research on behalf of the third party, or the subject matter of the research to serious disadvantage. Disclosure is discretionary if such research pertains to the 27four Group itself.

10.2 Notwithstanding any of the above-mentioned provisions, Section 70 provides that a record must be disclosed if its disclosure would:

10.2.1 reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and

10.2.2 the public interest in the disclosure clearly outweighs the harm.

11 TYPES OF RECORDS AVAILABLE

11.1 None of the 27four Group's records are available in accordance with section 52(2) of PAIA.

11.2 the following records of the 27four Group are available to the public on the website of the 27four Group without a request in terms of this Policy:

- All investment fund fact sheets that were produced for products on offer by 27four Group.
- All marketing material and applications forms.
- Trademarks, if any.
- staff office contact particulars.

11.3 Records that are available in accordance with the current South African legislation are:

Record	Legislation
POPI Policy	POPIA
PAIA Manual and Policy	PAIA
Share Register and/or Directors Register	Companies Act 71 of 2008

and such further records stated in legislation applicable to the 27four Group and makes disclosure of records compulsory. These documents are not automatically available without a request in terms of this Policy. The Information Officer will take into consideration the provisions of the specific act and the provisions of this Policy to decide on whether or not access to any of the information should be given to the Requester and at what costs.

11.4 The 27four Group holds records on the following categories and subjects:

Category	Subjects
Organisational	Employee and Director HR records Financial Statements Founding documents Governing documents Marketing and strategy documents Product Offering documents Third party service agreements
Clients	Client contactable information Investment information

12 REMEDIES ON REFUSAL

12.1 The 27four Group does not have internal appeal procedures. The decision made by the Information Officer is final, and Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the Requester is not satisfied with the answer supplied by the Information Officer.

12.2 A Requester or a third party that is dissatisfied with the Information Officer's refusal to grant access to any information may, within 30 (thirty) days of notification of the decision complain to the Information Regulator or apply to court for relief.

12.3 The Requester is advised to seek guidance from the IR Manual on the correct process to follow in each specific case.

12.4 It should be noted that notwithstanding any provision in PAIA, the Information Regulator or the court may examine the record(s) in question. No record may be withheld from the Information Regulator or court on any grounds. However, the Information Regulator or court may not disclose the contents of the record(s).

12.5 The Information Regulator or court is empowered to grant any order that is just and equitable, including:

- confirming, amending or setting aside the Information Officer's decision;
- requiring the Information Officer to take any action, or refrain from taking any action as identified by the court within a specified period; or

12.5.1 granting an interdict, interim or special relief, declaratory order or compensation or costs.

13 INFORMATION REGULATOR

13.1 This Manual does not purport to be exhaustive of or to comprehensively deal with every procedure provided for in PAIA. A Requester is advised to familiarise him/ her/ itself with the provisions of PAIA and the IR Manual before lodging any request with the 27four Group.

13.2 The Information Regulator has been tasked with all matters arising from PAIA. The contract particular of the Information Regulator are:

For a copy of the IR Manual: <https://www.justice.gov.za/inforeg/>

General Email: enquiries@inforegulator.org.za

Complaints Email : PAIAcomplaints@inforegulaor.org.za

Phone: 010 023 5200

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

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

14 DOCUMENT CONTROL

Policy Owner: Head of Compliance

Policy Approval: 27four Holdings (Pty) Ltd Board

Date Drafted	Author	Summary of changes	Board Approved
11 November 2022	Charl Schmahl	New Policy	November 2022
March 2024	Charl Schmahl	Converted to a Group Policy	March 2024

FORM 2

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: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
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. All additional pages must be signed.)</i>			
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
(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>	
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
(Mark the applicable box with an "X")

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

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.

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:	

FEEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
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>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

FORM 3
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:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
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	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• 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 (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer