

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests are made on behalf of another person, proof of such authorisation must be attached.*

A. PARTICULARS OF BODY

To the Information Officer: Aubrey Neville Pieterse

Company: WYRD CAFE (PTY) LTD

Address: 3 St Johns Rd, Muizenberg, Cape Town, Western Cape, 7975

Email Address: hello@wyrddcafe.studio

B. PARTICULARS OF REQUESTER (If natural person)

- **Full Names and Surname:** _____
 - **Identity Number:** _____
 - **Postal Address:** _____
 - **Street Address:** _____
 - **Telephone/Mobile Number:** _____
 - **Email Address:** _____
 - *Capacity in which request is made, when made on behalf of another person:*

-

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

- **Full Names and Surname:** _____
 - **Identity Number:** _____
-

D. PARTICULARS OF RECORD REQUESTED

(Provide full particulars of the record to which access is requested, including the reference number if it is known to you, to enable the record to be located.)

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. TYPE OF ACCESS

(Mark the appropriate box with an X)

- ☐ **Written or electronic record** (printable copies, digital files, emails)
 - ☐ **Visual images** (photographs, video recordings, slides)
 - ☐ **Recorded words or information** (audio clips, soundtracks)
-

F. FORM OF ACCESS

(Mark the appropriate box with an X)

- ☐ **Printed copy of record** (including transcripts)
- ☐ **Electronic copy of record** (Flash drive, cloud download, or email attachment)
- ☐ **Inspection of record** at the company's registered office

G. 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.)

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

You will be notified in writing at your specified email address whether your request has been approved or denied, along with an invoice for any applicable statutory processing fees.

Signed at _____ this _____ day of _____ 20____

Signature of Requester / Person on whose behalf request is made
