DKT | DE KLERK TURNER
ATTORNEYS • NOTARIES

DE KLERK TURNER INCORPORATED

ACCESS TO INFORMATION MANUAL

Prepared in terms of Section 51 of the

Promotion of Access to Information Act 2 of 2000

as amended and read with POPIA (Act 4 of 2013)

Physical Address	Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, 8001
Telephone	+27 21 330 5757
Email	info@dkt-inc.co.za
Information Officer	Tygue Turner
Deputy IO	Jason Myles De Klerk
Version	2.0 | Effective: 15 May 2026 | Review: May 2027

1. Introduction

De Klerk Turner Incorporated (Registration Number: 2024/781438/21) ("DKT" or "the Firm") is a law firm incorporated under the Laws of the Republic of South Africa, with its principal office at Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, 8001.

This Manual is compiled in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended) ("PAIA"), read together with the Protection of Personal Information Act 4 of 2013 ("POPIA"). It describes the records held by DKT and the procedure by which any person may exercise their right to request access to such records.

PAIA gives effect to the constitutional right of access to information held by private bodies where that information is required for the exercise or protection of any right. POPIA regulates the lawful processing of personal information and confers rights on data subjects.

2. Definitions

In this Manual, unless the context indicates otherwise:

"Client" means any person or entity that has engaged or is engaging the Firm for legal services.

"Data Subject" means the natural or juristic person to whom personal information relates.

"Deputy Information Officer" means the person designated by the head of a private body to assist the Information Officer in the discharge of PAIA and POPIA obligations.

"Employee" means any person employed by the Firm on a permanent, fixed-term or part-time basis.

"Head of a private body" in the case of the Firm means the managing director or equivalent officer duly authorised.

"Information Officer" means the head of DKT, duly designated in terms of section 51(1) of PAIA.

"Manual" means this PAIA Manual compiled in terms of section 51 of PAIA.

"PAIA" means the Promotion of Access to Information Act 2 of 2000, as amended.

"POPIA" means the Protection of Personal Information Act 4 of 2013, as amended.

"Personal Information" has the meaning ascribed to it in section 1 of POPIA and includes information relating to an identifiable, living natural person or existing juristic person.

"Processing" has the meaning ascribed to it in section 1 of POPIA and includes the collection, recording, organisation, storage, updating, distribution, or destruction of personal information.

"Record" means any recorded information regardless of form or medium, including writing on paper, images, video or audio recordings, and information held on computer or in electronic form.

"Regulator" means the Information Regulator established in terms of section 39 of POPIA.

"Requester" means any person making a request for access to a record of the Firm.

"Third Party" means any person, other than the Requester, whose interests may be affected by the disclosure of a record.

3. Contact Particulars

3.1 Information Officer

Detail	Particulars
Name	Tygue Turner
Designation	Information Officer
Physical Address	Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, 8001
Telephone	+27 21 330 5757
Email	info@dkt-inc.co.za

3.2 Deputy Information Officer

Detail	Particulars
Name	Jason Myles De Klerk
Designation	Deputy Information Officer
Physical Address	Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, 8001
Telephone	+27 21 330 5757
Email	info@dkt-inc.co.za

3.3 Information Regulator

Queries regarding the PAIA Guide or POPIA may be directed to the Information Regulator:

Detail	Particulars
Physical Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal Address	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone	010 023 5200
Website	https://inforegulator.org.za/
Email (PAIA Complaints)	PAIAComplaints@inforegulator.org.za
Email (General)	enquiries@inforegulator.org.za

4. Guide on How to Use PAIA (Section 10 Guide)

The Information Regulator has, in terms of section 10(1) of PAIA, compiled a Guide on how to use PAIA and POPIA in all official languages and in braille. The Guide is available at the offices of the Regulator during normal working hours and on its website (https://inforegulator.org.za/).

The Guide describes: (a) the objects of PAIA and POPIA; (b) contact details of all Information Officers; (c) the manner and form of requests; (d) all available remedies; (e) the provisions of sections 14 and 51 of PAIA; (f) fees notices; and (g) the regulations made in terms of section 92 of PAIA.

A copy of the Guide is available for inspection at DKT's offices during normal business hours and may be obtained on written request to the Information Officer.

5. Records Available Without a Formal PAIA Request

The following records are made available by DKT without a formal PAIA request, accessible via the Firm's website (www.dkt-inc.co.za) or at its offices:

- The Firm's profile and overview of legal services
- Attorney profiles and qualifications
- Insights, publications and press releases
- This PAIA Manual
- The Firm's Privacy Policy
- The Firm's Terms of Engagement
- B-BBEE certificate (where applicable)
- General contact information

6. Records Held in Terms of Other Legislation

DKT maintains the following categories of records in terms of applicable South African legislation (not exhaustive):

Legislation	Categories of Records
Basic Conditions of Employment Act 75 of 1997	• Employees' contracts of employment • Employees' HR records • Leave records
Broad-Based Black Economic Empowerment Act 53 of 2003	• SANAS-accredited B-BBEE certificate and scorecard • B-BBEE verification report
Companies Act 71 of 2008	• Memorandum of Incorporation • Register of directors and officers • Minutes of meetings • Annual financial statements • Share certificates / member interest register
Compensation for Occupational Injuries and Diseases Act 130 of 1993	• Employees' particulars and remuneration records • Medical reports (where applicable)
Electronic Communications and Transactions Act 25 of 2002	• Email records • Electronic communications records
Employment Equity Act 55 of 1998	• Employment Equity Plan • EEA2 and EEA4 Reports • EEA1 forms for employees
Financial Intelligence Centre Act 38 of 2001	• Risk Management and Compliance Programme (RMCP) • Client due diligence / KYC records • Business transaction records • Cash threshold reports • Suspicious and unusual transaction reports (STRs) • Terrorist property reports
Income Tax Act 58 of 1962	• IRP5 / IT3 certificates • PAYE / SDL / UIF records • Tax returns and assessments • VAT records and invoices • Ledgers, cash books, journals and bank statements
Insolvency Act 24 of 1936	• Bank statements • Asset register • Debtors and creditors records
Labour Relations Act 66 of 1995	• Employees' disciplinary records • Arbitration awards • Collective agreements (if applicable)
Legal Practice Act 28 of 2014	• Accounting records including trust and business accounts • Clients' matter files and documents • Fee agreements and invoices • Attorneys' Fidelity Fund records
Occupational Health and Safety Act 85 of 1993	• Risk assessment records • Incident and accident reports • Medical surveillance records • Safety inspection records

Prevention and Combating of Corrupt Activities Act 12 of 2004	• Anti-Bribery and Corruption Policy • Records of reportable transactions (where applicable)
Promotion of Access to Information Act 2 of 2000	• This PAIA Manual • PAIA Guide • PAIA prescribed forms • Records of PAIA requests and decisions
Protection of Personal Information Act 4 of 2013	• POPIA compliance policies • Privacy Policy (website and internal) • Employee Privacy Notice • Data Breach Management Policy • Record Retention Policy • Data Subject Rights Handling Procedure
Skills Development Act 97 of 1998	• Training registers (internal and external) • SETA records • Learnerships and skills development records
Tax Administration Act 28 of 2011	• Tax returns submission records • Books of account or documents relevant to an audit • Records relating to objections or appeals
Unemployment Insurance Act 63 of 2001	• Personal records of employees (names, ID numbers, monthly remuneration)
Unemployment Insurance Contributions Act 4 of 2002	• Employees' appointment and termination records • UIF contribution records
Value Added Tax Act 89 of 1991	• VAT registration and returns • Tax invoices and credit notes • Bank statements

7. Subjects and Categories of Records Held by DKT

In addition to the statutory records in section 6, DKT holds the following categories of records:

Subject	Categories of Records
Incorporation and Constitutional Documents	• Certificate of Incorporation • Memorandum of Incorporation • Register of directors / members and officers • Shareholders' / members' agreements
Financial Records	• Accounting records, books and documents • Annual financial statements • Auditors' details and reports • Trust account records • Invoices (creditors and debtors) • Tax returns and related documents • Other financial records
Banking Records	• Bank facilities and account details • Bank statements (business and trust) • Details of overdrafts and borrowings

	• Other banking records
Human Resources / Employment Records	• List of employees and contractors • Employment contracts • Personnel files • Disciplinary records and proceedings • Employee benefits documents • Compensation and remuneration records • Employment equity plan • Training manuals and rosters • Employee policies and procedures
Intellectual Property	• Trade marks, copyrights and designs held by DKT • Domain name records • IP licences and agreements
Client Matter Files	• Retainer / engagement agreements • Client due diligence documentation (KYC / FICA) • Matter correspondence and documents • Legal opinions, memoranda and reports prepared for clients • Records pertaining to litigation and dispute resolution • Trust money records and investment accounts • Other information held on behalf of clients
Library and Know-How	• Precedent agreements, opinions and litigation documents • Legal research and information circulars • Publications and newsletters
Insurance Records	• Professional indemnity insurance • Fidelity Fund certificate • Property and asset insurance • Group life and disability cover
Immovable and Movable Property	• Office lease agreements • Equipment lease and purchase agreements • Asset register
Information Technology	• Software licences and support agreements • IT policies and procedures • System access and audit logs • Data backup records
Correspondence	• Internal and external correspondence and memoranda
Miscellaneous Agreements	• Supplier agreements • Confidentiality / non-disclosure agreements • Suretyship and security agreements • Any other relevant agreements
Legal Proceedings	• Records relating to legal proceedings involving DKT

8. Processing of Personal Information in Terms of POPIA

This section sets out information required by section 51 of PAIA read with Chapter 3 of POPIA.

8.1 Purposes of Processing

DKT processes personal information for the following purposes (not exhaustive):

8.1.1 To provide legal services to clients, including advice, litigation, conveyancing, estates, trusts and corporate matters;

8.1.2 In connection with the use of technology tools (including AI-assisted drafting and research platforms, e-signature platforms, virtual data rooms, contract management, e-discovery tools and cloud-based practice management systems) in the provision of legal services and procurement of services from suppliers;

8.1.3 For legal research, referencing and drafting, including re-use of know-how and precedent documents;

8.1.4 To manage and invest trust funds on behalf of clients;

8.1.5 To comply with legal and regulatory obligations including under PAIA, POPIA, FICA, the Legal Practice Act and tax legislation;

8.1.6 To conduct client identification and verification (Know-Your-Client / Client Due Diligence) as required by FICA;

8.1.7 To conduct premises access screening in compliance with applicable regulations;

8.1.8 To conduct recruitment and hiring processes, including background and credit checks (where appropriate);

8.1.9 To manage supplier relationships, including creating supplier profiles and processing payments;

8.1.10 To maintain and improve the Firm's website and user experience;

8.1.11 To maintain and update client, potential client and supplier databases;

8.1.12 To send marketing communications and event invitations (where lawful);

8.1.13 To administer employee benefits, payroll, performance management and training;

8.1.14 To manage and respond to data subject rights requests under POPIA.

8.2 Categories of Data Subjects and Personal Information Processed

Categories of Data Subjects	Personal Information that may be Processed
Clients	• Contact information (names, addresses, email, telephone) • Financial information (bank details, trust funds, insurance, tax details) • Transaction information (payment details, financial activity) • Services information (details of legal matters) • Marketing and communication preferences • Ownership information (beneficial owners, directors, shareholders)
Employees	• Identity information (full name, ID number, date of birth, gender, race) • Contact details (residential address, telephone, email) • Employment history, qualifications and references • Remuneration, tax and payroll records • Disciplinary and performance records • Benefits, pension and medical aid information
Former Employees	• Identity information and copies of identity documents • Employment records and references

	• Tax and remuneration records
Prospective Employees	• Recruitment information (names, surnames, date of birth, gender, race) • Employment history and qualifications • Background and credit check results (where applicable)
Service Providers / Suppliers	• Contact information (names, addresses, email, telephone) • Financial information (bank details, tax clearance, B-BBEE certificate, VAT number) • Transaction information (services rendered and payment records)
Website Visitors and Event Attendees	• Identity information (names, email) • Technical information (IP address, browser type, device information) • Usage information (pages viewed, time on site) • Location information (where applicable)
Third Parties in Litigation	• Contact and identity information relevant to the matter • Information provided in the course of legal proceedings

8.3 Recipients of Personal Information

Recipients / Categories of Recipients	Purpose
Employees, contractors, consultants and professional advisers	Performance of legal services
Counsel, experts and other professional collaborators	Provision of advice or representation in legal matters
Technology service providers and cloud platform operators	IT, practice management and AI-assisted legal tools
Courts, tribunals, and regulatory bodies	As required by law, court order or regulatory obligation
Other law firms (co-counsel, correspondent firms)	Where the matter requires collaboration
Financial institutions and payment processors	Processing payments and managing trust accounts
Governmental agencies and law enforcement	Where authorised or required by law or court order
The Information Regulator	Compliance with POPIA; responding to complaints

8.4 Planned Transborder Flows of Personal Information

DKT uses cloud-based platforms that may store or process personal information outside South Africa. Where personal information is transferred to third countries, DKT takes reasonable steps to ensure that the recipient provides adequate protection as required by section 72 of POPIA.

Categories of Personal Information	Location / Jurisdiction
Employee and HR records; client matter correspondence; operational data; system and audit logs	Cloud data centres in EMEA zone (including South Africa, EU jurisdictions, United Kingdom) and, where required by specific software providers, in the United States or other

	jurisdictions with adequate protections in place

8.5 Information Security Measures

DKT implements reasonable technical and organisational measures to safeguard the confidentiality, integrity and availability of personal information. These include:

Physical security:

- Access to offices is controlled and monitored to prevent unauthorised physical entry;
- Sensitive physical documents are stored in locked cabinets or restricted areas;
- Secure disposal procedures for paper documents containing personal information.

Technical and system controls:

- Information security policies supported by regular awareness and training;
- Role-based access controls managed through authentication (passwords and multi-factor authentication where applicable);
- Firewalls and antivirus / anti-malware software protecting against external threats;
- Data encrypted both at rest and in transit;
- Network security controls monitoring internal and external communications;
- Audit trails maintained to monitor system activity;
- Backup and recovery processes ensuring business continuity;
- Patch management to address software vulnerabilities;
- Periodic vulnerability and penetration testing;
- Protection against Distributed Denial of Service (DDoS) attacks;
- VPN or equivalent secure remote access controls.

Please refer to DKT's Privacy Policy (available at www.dkt-inc.co.za) for further detail.

9. How to Make a Request for Access to Records

9.1 Who May Request

Any person may request access to a record of DKT. A request may be made in the requester's own name or on behalf of another person. Where a request is made on behalf of another person, proof of authorisation or capacity must be submitted with the request.

9.2 How to Submit a Request

A request for access must be made on the prescribed Form 2 (attached as Annexure A to this Manual or available at https://inforegulator.org.za/paia-forms/) and submitted to the Information Officer at the contact details in section 3.1, together with:

- Proof of identity of the requester (certified copy of ID or passport);
- Where the request is on behalf of another, proof of authorisation;
- Payment of the prescribed request fee (see section 10 below, unless exempted).

9.3 Information Required in the Request

The requester must provide sufficient detail to identify the record, and must:

- Identify the right that the requester seeks to exercise or protect;
- Explain why the requested record is required for the exercise or protection of that right;
- Indicate the preferred form of access (printed copy, electronic, inspection, etc.);
- State the preferred manner of correspondence.

9.4 Data Subject Requests (POPIA)

A data subject seeking access to or correction of their own personal information may submit a written request to info@dkt-inc.co.za. No request fee is payable by a data subject requesting their own personal information. POPIA Forms for objection, correction and deletion are available at https://inforegulator.org.za/popia-forms/.

9.5 Response Times

The Information Officer will respond within the periods prescribed by PAIA:

- 30 days from receipt of the request in normal circumstances;
- An additional 30 days where the search or preparation of the record would unreasonably interfere with the Firm's activities, or where prior consultation with a third party is required — the requester will be notified.

If no response is received within the prescribed period, the requester may treat this as a deemed refusal.

10. Fees

10.1 Request Fee

A requester (other than a data subject requesting their own personal information) must pay a request fee before the request will be processed. The current prescribed request fee is R140.00 (as set by the Minister of Justice and Constitutional Development in the Regulations Relating to the Promotion of Access to Information Act, 2021 — "the 2021 Regulations").

10.2 Access Fee

If the request is granted, a further access fee is payable for search, reproduction, preparation and transmission of the record. The fees prescribed in Annexure B to the 2021 Regulations are summarised below:

Type of Record / Service	Fee
Photocopy or printed copy (per page)	R2.00 per A4 or A3 page
Copy on flash drive (USB)	R40.00 per flash drive
Copy on compact disc	R60.00 per CD
Transcription of visual image (per A4 page)	R40.00
Transcription of audio record (per A4 page)	R24.00
Reproduction of audio record	R24.00
Search time exceeding prescribed free hours (per hour)	R30.00

Note: Fees are based on the 2021 Regulations and are subject to change. The Information Officer will advise the requester of applicable fees before processing.

10.3 Withholding of Records

DKT may withhold access to a record until all applicable fees have been paid.

10.4 Indigent Requesters

A requester who demonstrates inability to pay the request fee may, in the Information Officer's discretion, be exempted from payment. The reason for exemption must be stated in the request form.

11. Grounds for Refusal of Access

11.1 Overview

The Information Officer is entitled or required to refuse access to a record on the grounds set out in sections 63 to 69 of PAIA (mandatory and discretionary grounds applicable to private bodies). These grounds include:

11.2 Mandatory Grounds for Refusal

- The record contains personal information about a third party that, if disclosed, would constitute an unjustified invasion of privacy (section 63);
- The record is protected by legal professional privilege (attorney-client privilege), entitling a legal practitioner to refuse to disclose confidential communications between the practitioner and client (section 67(1)(a));
- The record is protected by a duty of confidence owed to a third party, where disclosure would constitute an actionable breach of confidence (section 65);
- The record contains commercial information of a third party, the disclosure of which could reasonably be expected to cause harm to their commercial or financial interests (section 64);

11.3 Discretionary Grounds for Refusal

- Commercial information of the Firm itself (trade secrets; financial or business information whose disclosure could harm the Firm's competitive position; or information supplied in confidence whose disclosure could put the supplier at a disadvantage) — section 68;
- Research information where disclosure would expose the researcher to serious disadvantage — section 69.

11.4 Severability

If a refusal ground applies to only part of a record, the Information Officer will grant access to the remainder after severing the part to which the ground applies, provided partial disclosure is not misleading (section 28 of PAIA).

11.5 Public Interest Override (Section 70)

Notwithstanding a refusal ground, the Information Officer must grant access where the disclosure would reveal evidence of a substantial contravention of, or failure to comply with, the law or an imminent and serious public safety or environmental risk, AND the public interest in disclosure clearly outweighs the harm contemplated by the ground for refusal.

12. Third Party Notification

Where a request is received for a record that may affect the interests of a third party, the Information Officer will, unless not reasonably practicable:

- Notify the third party of the request within 21 days of receiving it, furnishing a copy of the request and inviting the third party to make representations as to whether access should be granted or refused;
- Allow the third party 21 days to make representations;
- Decide whether to grant or refuse access, having regard to the representations, and notify both the requester and the third party of the decision.

A third party notified of a decision to grant access may apply to a court to set aside that decision within 30 days of being informed thereof.

13. Arrangement of Records

DKT maintains its records in both physical (paper-based) and electronic format:

- Client matter files are managed in the practice management system, referenced by matter number;
- Financial records are maintained in accordance with the Legal Practice Act and Legal Practice Council rules;
- HR and employee records are held securely in the HR management system;
- Statutory registers and company secretarial records are maintained as required by the Companies Act;
- General administrative records are maintained in the document management systems.

14. Remedies Available to a Requester

14.1 Internal Appeal

DKT is a private body. There is no internal appeal mechanism. The decision of the Information Officer is final insofar as DKT's internal processes are concerned.

14.2 Complaint to the Information Regulator

A requester aggrieved by a decision may lodge a complaint with the Information Regulator at PAIAComplaints@inforegulator.org.za, in the prescribed form, within 60 days of being notified of the decision or within 60 days of a deemed refusal.

14.3 Court Application

A requester aggrieved by a decision of the Information Regulator, or where the Regulator has not decided within the prescribed period, may apply to the High Court for relief. Applications must generally be brought within 180 days of the relevant decision.

15. Rights of Data Subjects Under POPIA

Data subjects whose personal information is processed by DKT have the following rights:

- The right to be notified that personal information is being collected and processed (section 18 of POPIA);
- The right to establish whether DKT holds personal information about them and to request access (section 23);
- The right to request correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information (section 24);
- The right to object to processing on reasonable grounds (section 11(3));
- The right to object to the use of personal information for direct marketing (section 69);
- The right to submit a complaint to the Information Regulator regarding an alleged contravention of POPIA (section 74);
- The right to institute civil proceedings in terms of section 99 of POPIA.

POPIA prescribed forms for objection, correction and deletion are available at https://inforegulator.org.za/popia-forms/.

16. Other Information as Prescribed

Section 52(2) of PAIA empowers the Minister of Justice and Constitutional Development to prescribe additional information to be included in this Manual. At the date of this Manual, no additional information has been prescribed by the Minister.

17. Availability of this Manual

This Manual is available:

- For inspection at DKT's offices at Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, during normal business hours, free of charge;
- On DKT's website at www.dkt-inc.co.za, free of charge;
- Upon written request to the Information Officer (a reasonable copying fee may be charged);
- At the offices of the Information Regulator (as submitted).

18. Updates and Certification

This Manual will be reviewed annually and updated as necessary to reflect changes in legislation, the Firm's operations, or the categories of records held. Updated versions will be published on DKT's website and submitted to the Information Regulator in accordance with PAIA and POPIA.

Certified correct and duly approved:

Signed by	Tygue Turner
Capacity	Information Officer — De Klerk Turner Incorporated
Date	15 May 2026
Version	2.0

Signature: ____________________________________

Tygue Turner | Information Officer

ANNEXURE A

FORM 2 — REQUEST FOR ACCESS TO RECORD

[Regulation 7 — Promotion of Access to Information Act 2 of 2000]

NOTE:

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

TO: The Information Officer, De Klerk Turner Incorporated

Physical Address: Suite 4, 12th Floor, 35 Lower Long Street, Cape Town, 8001

Email: info@dkt-inc.co.za Telephone: +27 21 330 5757

PART A: PERSONAL INFORMATION OF REQUESTER

Full Names	
Identity / Passport Number	
Capacity (if acting on behalf of another)	
Postal Address	
Street Address	
Email Address	
Telephone (Business)	
Cellular Number	

If request is made on behalf of another person:

Full Names of person on whose behalf request is made	
Identity / Passport Number	
Postal Address	
Email Address	

PART B: PARTICULARS OF RECORD REQUESTED

Description of record or relevant part	
Reference number (if known)	
Any further particulars of the record	

PART C: TYPE OF RECORD (mark applicable box with X)

☐ Record is in written or printed form

☐ Record comprises visual images (photographs, video recordings, computer-generated images, etc.)

☐ Record consists of recorded words reproducible in sound
☐ Record is held in electronic or machine-readable form

PART D: FORM OF ACCESS REQUIRED (mark applicable box with X)

☐ Printed copy of record
☐ Transcription of visual images (written/printed)
☐ Transcription of soundtrack (written/printed)
☐ Copy on flash drive (USB)
☐ Copy on compact disc
☐ Electronic copy (email / file transfer)

PART E: PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

Indicate which right is to be exercised or protected	
Explain why the requested record is required	

PART F: FEES

A request fee of R140.00 must be paid before the request will be considered (unless you are the data subject requesting your own personal information).

Reason for fee exemption (if applicable)	

PART G: PREFERRED MANNER OF CORRESPONDENCE (mark applicable box with X)

☐ Postal address
☐ Email
☐ Facsimile

Signed at ______________________________ on this __________ day of ____________________________ 20 ___

____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference Number	
Request received by (name of IO)	
Date received	
Request fee paid (Y/N)	

Access fee (if applicable)	
Decision (Grant / Refuse)	
Date of decision	
Signature of Information Officer	