



True Group (Pty) Ltd
Reg. No. 2010/019724/07

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Business Park, Corner of R44
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7600
P O Box 12053, Die Boord,
Stellenbosch, 7613

DATA SUBJECT REQUEST FORM FOR JURISTIC PERSON

1. SCHEDULE

1.1

The Organisation	
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1.2 Details of the Data Subject:

Entity name	
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Registration number	
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Registered business address	
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2. REQUEST

2.1. The Organisation set out in item 1.1 of the Schedule ("**Organisation**") may hold or process personal information of the Data Subject.

2.2. The data subject set out in item 1.2 of the Schedule ("**Data Subject**") requests the following information:

2.2.1. whether the Organisation processes any of its personal information; and

2.2.2. a copy of the record of such personal information, should clause 2.2.1 be answered in the affirmative.

3. PROCESS AND EXCLUSIONS

3.1. This written request must be sent to the information officer of the Organisation.

3.2. Together with this request a certified copy of the Data Subject's:

3.2.1. CIPC documents;

3.2.2. FICA documents for the Organisation (including proof of business premises); and

3.2.3. Directors details and copies of all director's identity documents or passports, is required

3.3. Once the written request and supporting documentation has been received and verified, the information officer will then be authorised to release the information set out in clause 2.2.1 and 2.2.2.

3.4. The Organisation will not proceed with the request or release information should there be good reason, including any legal exclusion; or complying with the request would infringe upon or interfere with the privacy of others; or would result in a breach of confidentiality by the Organisation.

3.5. Should clause 3.4 be applicable, the Organisation will provide the Data Subject with written reasons.

4. SIGNATURE

Full name

Date

Signature