

Promotion of Access to Information Manual

Apex Fund Services South Africa Limited

September 2025

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APEX FUND SERVICES SOUTH AFRICA LIMITED

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

1 Preamble

Section 51 of the Promotion of Access to Information Act No.2 of 2000, ("the Act"), as amended by the Protection of Personal Information Act no. 4 of 2013 ("POPIA") requires that Apex Fund Services South Africa Limited ("Apex Fund Services"), as a private body must compile a manual giving information to the public regarding the procedure to be followed in requesting information from Apex Fund Services for the purpose of exercising or protecting rights in accordance with data protection constraints.

2 Scope and Overview

- 2.1 Apex Fund Services is a public company, duly incorporated in the Republic of South Africa, with registration number 1981/009543/06. Apex Fund Services is a financial services provider, authorised with the FSCA, FSP 14889.
- 2.2 Apex Fund Services offers fund, jurisdiction and legal vehicle agnostic, services across a wide range of fund types, both traditional long-only and alternative. These include fund of funds, multi-class funds, pooled funds, segregated portfolios, collective investment schemes, exchange traded funds, Shariah funds and life and pension funds. Apex Fund Services also administers hedge funds and offers an end-to-end private equity and real estate fund administration service.
- 2.3 This manual documents the categories of information held by Apex Fund Services and aims to assist potential requestors in requesting access to information from Apex Fund Services as contemplated under the Act.
- 2.4 The following words or expressions bear the following meanings in this manual:

The Act	means the Promotion of Access to Information Act No.2 of 2000, together with the regulations and rules published in terms of this Act
Information Regulator	The Office of the Information Regulator has been created to monitor and enforce compliance in relation to both POPIA and PAIA and will take over the

	SAHRC's responsibilities in terms of PAIA in 2021.
Manual	means this manual together with its annexures, as amended from time to time, made available at the offices of Apex Fund Services.
Personal information	As defined in Section 1 of POPIA (Protection of Personal Information Act 4 of 2013, as amended from time to time including the regulations promulgated in terms of POPIA) available at Section 1 Definitions - POPIA ;
Processing	means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including— (a) the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use; (b) dissemination by means of transmission, distribution or making available in any other form; or (c) merging, linking, as well as restriction, degradation, erasure or destruction of information
Data Subject	means the person (natural or juristic) to whom personal information relates
Responsible Party	means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

Operator	means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;
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3 Company details

Apex Fund Services South Africa Limited

Registration Number: 1981/009543/06

Registered Address: Apex, River Park, Gloucester Road, Mowbray, 7700

Street Address: Apex, River Park, Gloucester Road, Mowbray, 7700, Cape Town

Postal Address: PO Box 3149, Cape Town 8000

Telephone: +27 (0) 21 681 8000

Fax: +27 (0) 21 681 8100

Website: <https://www.apexgroup.com/>

	NAME	EMAIL ADDRESS
Information Officer / Head of Body	Sajeeda Ebrahim	sajeeda.ebrahim@apexgroup.com
Deputy Information Officers	Deirdre van der Berg	deirdre.vanderberg@apexgroup.com
	Kathryn De Bruyn	kathryn.debruyn@apexgroup.com
	Lauren-Lee Mehl	lauren-lee.mehl@apexgroup.com

4 The Official Guide

- 4.1 The Information Regulator has, in terms of section 10(1) the Act, as amended, updated and made available the revised Guide on how to use the Act ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act and POPIA.

4.2 The Guide can also be obtained from the website of the Information Regulator (<https://info regulator.org.za>)

4.3 Any queries should be directed to:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Website: <https://info regulator.org.za>

Email: enquiries@info regulator.org.za

5 Availability of Manual

5.1 This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Apex Fund Services.

5.2 Copies of the manual may be made, subject to the prescribed fees.

5.3 The manual is also posted on Apex Fund Services' website at <https://www.apexgroup.com/>

5.4 A copy of the manual is available to the Information Regulator upon request.

6 Categories of Records held by Apex Fund Services

The categories of records held by Apex Fund Services are listed in the table that follows, according to the respective divisions. A category of record in this Manual does not imply that a request for access to such a record would be granted. All requests for access will be evaluated on a case-by-case basis by the Information Officer. Information that is obtainable via our website is automatically available and thus there is no need to formally request this in terms of this Manual.

DIVISION	CATEGORY
Statutory Company Information	• Memorandum and Articles of Association/Memorandum of Incorporation • Certificates issued by the Registrar of Companies • Company resolutions • Proxy forms

DIVISION	CATEGORY
	• Company forms lodged with the Registrar in terms of the Companies Act, Minute books • Share registers • Director's attendance registers • Shareholder agreements
Accounting Records	• Annual financial statements • Books of account • Fixed Asset Registers • Client Invoices • Supplier Invoices and • Auditor's reports • Income Tax returns • Value Added Tax returns
Banking Details	• Bank facilities and account details • Overdraft facilities • Bank statements • Bank signatory forms • Other banking records and agreements
Human Resources / Employment Records	• Pay as You Earn (PAYE) records • Contracts of employment • Personnel files • Disciplinary records • Schedule of shares • Employee benefit records • Salary and wage register • Provident fund agreement, rules and actuarial valuation reports • Minutes of meetings of trustees and members of provident fund • Provident fund contribution reports • Attendance and leave registers • Expense accounts • Group life • Human resource policies and codes of conduct • Training manual • Medical Aid Administration
Client Information	• Documentation and other information received from clients, including documentary information required in

DIVISION	CATEGORY
	compliance with the Financial Intelligence Centre Act 38 of 2001. • Documentation and other information received from third parties. • Correspondence with clients. • Correspondence with third parties. • Information prepared by employees for clients, including opinions, memoranda and reports. • Other information relating to, or held on behalf of, clients
Insurance Records	• Insurance policies taken out for the benefit of Apex Fund Services and its employees, including: ○ Group life assurance and disability income protection insurance; ○ Professional indemnity insurance in respect of Apex Fund Services. ○ Directors and Officers liability cover
Immovable and Movable Property	• Agreements of lease of immovable property occupied by Apex Fund Services. • Credit sale agreements and/or hire purchase agreements. • Other agreements for the purchase, ordinary sale, conditional sale or hire of assets.
Information Technology	• Computer software, support and maintenance agreements. • Other documentation pertaining to computer systems and computer programmes held by Apex Fund Services.
Sales and Marketing	• Brochures, Newsletters and Advertising Materials • Marketing agreements
Miscellaneous Agreements	• Loans from third parties (including banks). • Loans to third parties. • Suretyship agreements. • Security agreements, guarantees and indemnities.

DIVISION	CATEGORY
	• Agency, management and distribution agreements. • Agreements with suppliers. • Confidentiality and/or non-disclosure agreements. • Any other relevant agreements.

7 The Purpose of processing Personal Information

- 7.1 If you are a natural person or a Juristic Person who is a client of Apex Fund Services, directly or indirectly – for example as a shareholder, a director or officer of a corporate entity to which we provide regulated services in South Africa or a related party or advisor then we will collect and process your data to enable us to meet our contractual obligations.
- 7.2 We also have regulatory obligations, including compliance with anti-money laundering (“AML”) regulations which necessitate processing of your personal data.
- 7.3 Depending on the services you require of us we process your personal data for ,alternatively in compatible with, the following purposes:
- 7.3.1 To perform due diligence and comply with legal regulatory obligations (including anti-money laundering legislation);
 - 7.3.2 To perform our client take on process and client reviews;
 - 7.3.3 To perform transaction monitoring;
 - 7.3.4 To make payments;
 - 7.3.5 To raise and send invoices;
 - 7.3.6 At termination of any relationship involving a data subject;
 - 7.3.7 To conduct internal reviews and compile internal reports;
 - 7.3.8 For internal administration such as scanning and saving of documentation;
 - 7.3.9 For record keeping purposes including quality control processes;
 - 7.3.10 To generate reports for data subjects;
 - 7.3.11 In compliance with any request from an auditor, or a regulatory or supervisory body;
 - 7.3.12 To generate and distribute legal entity correspondence;

- 7.3.13 To complete tax returns;
- 7.3.14 For the submission of FATCA/CRS reports;
- 7.3.15 In the establishment of bank accounts and interaction with banks;
- 7.3.16 To provide information to our investors, banks or other financing institution or in the event of any merger, acquisition or divestment in accordance with Apex Fund Services' legitimate business interests;
- 7.3.17 To otherwise fulfil your instructions, to provide services according to our engagement, or comply with our obligations.

For the avoidance of doubt, you may refuse to provide us with your personal data. In that case, we would likely not be able to provide you with our services.

8 Categories of Data Subjects and Personal Information processed by the Company

Categories of data subjects and personal information processed by the Company include the following:

CATEGORIES OF DATA SUBJECT	PERSONAL INFORMATION PROCESSED
Clients / Prospective Clients: Natural Persons	Names; contact details; physical and postal addresses; dates of birth; identification numbers; financial information; nationality; confidential correspondence.
Clients / Prospective Clients: Juristic Persons	Names and positions, of contact persons; name of legal entity; physical / postal addresses and contact details; financial information; registration number; founding documents and related information; authorised signatories; information of connected parties and Ultimate Beneficial Owners.
Contracted Service Providers / Vendors	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; authorised signatories; BEE Certificates.
Employees / Potential Employees / Contracted staff members	Gender; marital status; title; race; age; language; identity number; physical and postal addresses and contact details; financial information; fingerprints; disability status; pregnancy status; shareholder scheme information; CVs; proof of qualifications; educational

	information, employment history, medical history, criminal history, opinions.
Apex Group Companies: Juristic Persons	Name of legal entity; physical / postal addresses and contact details; statutory information; financial information.

9 Records available in terms of other legislation

Records are kept in accordance with such other legislation as is applicable to Apex Fund Services which includes, but is not limited to, the following:

- 9.1 Basic Conditions of Employment Act, 75 of 1997
- 9.2 Broad-Based Black Economic Empowerment Act 53 of 2003
- 9.3 Collective Investment Schemes Control Act, 45 of 2002
- 9.4 Companies Act, 71 of 2008
- 9.5 Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- 9.6 Consumer Protection Act, 68 of 2008
- 9.7 Employment Equity Act, 55 of 1998
- 9.8 Financial Advisory and Intermediaries Services Act, 37 of 2002
- 9.9 Financial Intelligence Centre Act, 38 of 2001
- 9.10 Financial Sector Regulations Act, 9 of 2017
- 9.11 Income Tax Act, 58 of 1962
- 9.12 Labour Relations Act, 66 of 1995
- 9.13 Medical Schemes Act 131 of 1998
- 9.14 Occupational Health and Safety Act, 85 of 1993
- 9.15 Prevention of Organised Crime Act, 121 of 1998
- 9.16 Protection of Constitutional Democracy against Terrorism and Related Activities Act No. 33 of 2004
- 9.17 Protection of Personal Information Act, 4 of 2013

- 9.18 Pension Funds Act, 24 of 1956
- 9.19 Skills Development Levies Act, 9 of 1999
- 9.20 Unemployment Insurance Act, 63 of 2001
- 9.21 Unemployment Insurance Contributions Act 4 of 2002
- 9.22 Value Added Tax Act, 89 of 1991

10 Information automatically available

- 10.1 The following categories of records are automatically available for inspection, or photocopying without having to be requested in terms of the Act:
 - 10.1.1 Newsletters
 - 10.1.2 Booklets
 - 10.1.3 Pamphlets / Brochures
 - 10.1.4 Reports of a public nature
 - 10.1.5 Other information intended for public viewing.
- 10.2 The only fee payable for access to the records listed in this clause 10 is a prescribed fee for reproduction.

11 Recipients or categories of recipients to whom personal information is supplied

Apex Fund Services' business and the services you request of us require transfers to many third parties and/or operators in accordance with the purposes listed above and as mentioned in our Privacy Notice and Data Protection Notice. . A non-exhaustive list of potential transfers includes:

- 11.1 Collecting and sending documents for external audits of client entities;
- 11.2 Collecting and sending documents for external audits of Apex Group entities;
- 11.3 Publications onto the public record, such as companies registries or beneficial ownership registers;
- 11.4 Publications with regulators;
- 11.5 FATCA/CRS filings onto approved external platforms;

- 11.6 Sending information to external parties such as notaries and other advisors or service providers on behalf of serviced clients
- 11.7 For legitimate business purposes your personal data may be shared with any investor, potential investor, acquirer, bank or financial institution investing in or considering investing in Apex Fund Services or any of the Apex Group companies.

12 Sharing of AML Information with banks, custodians, brokers, advisors, auditors or portfolio managers

Brokers, Banks, Custodians, Advisors, Auditors and Portfolio Managers may require information on you for their own due diligence to comply with regulations, we share the information you provide to us with them for this purpose.

13 Transborder flow of Personal Information

- 13.1 As a result of contracting with Apex Fund Services your personal information will be processed in South Africa in accordance with POPIA .In addition, as an entity which offers goods and services into the European Union or elsewhere, where we process personal information of residents in the Union subject to the GDPR .. Your personal information may be processed by any of the Apex Group offices, inside and outside the European Union or South Africa. There are agreements in place between the Apex offices to protect your data to GDPR / POPIA compliant standards. Should you require further information please contact the Information Officer.
- 13.2 Additionally your data may be entered into our accounting and/or billing systems, and our document management systems and your data may be processed by our sub-processors/sub-operators including our retail investment technology and third party service providers or outsourcing technology companies, including cloud services providers, in such cases, where data is processed outside of the European Union, the appropriate safeguards are in place. It may also be provided externally to banks, regulators, auditors, advisors (including, but not limited to, legal advisors), supervisory or governmental bodies as well as those appointed as directors and shareholders. At your request we will transfer your personal data to a new service provider.

14 Information security measures to protect Personal Information

- 14.1 Apex Fund Services is committed to developing appropriate safeguards to ensure that personal information is kept secure and confidential at all times, and is protected against reasonably anticipated threats to its security or integrity, and against unlawful and unauthorised access or use.

- 14.2 Reasonable technical and organisational measures are implemented for the protection of personal information in the possession of the Company.
- 14.3 The Company continuously implements and monitors technical and organisational security measures to protect personal information against unauthorised access as well as accident or wilful manipulation, loss or destruction.

15 Request Procedures

Any and all records shall only be made available subject to the provisions of the Act.

15.1 Form Of Request

- 15.1.1 When making a request to access a record, the requester must use the prescribed form (refer to Annexure B), addressed to the head of the body.
- 15.1.2 The requester must provide sufficient detail on the request form to allow for the identification of the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic.
- 15.1.3 The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 15.1.4 If a request is being made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request.

15.2 Fees

- 15.2.1 A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee.
- 15.2.2 Where fees are payable these are detailed in the request form.
- 15.2.3 If the request is granted, a further fee will be payable for the search, preparation and reproduction of the record.
- 15.2.4 The requester may lodge an application to the court against the tender or payment of the request fee or may lodge a complaint with the Information Regulator.

15.3 Decision

- 15.3.1 The Company will, within 30 days of receipt of a request, decide whether to grant or decline a request, providing reasons to that effect.

15.3.2 The 30 day period within which the Company has to decide whether to grant or refuse a request may be extended for a further period of not more than 30 days if reasonably required under the circumstances.

15.3.3 If the request for access is refused the requester may lodge an application to court or alternatively, lodge a complaint with the Information Regulator.

15.4 **Grounds for Refusal**

15.4.1 Apex Fund Services has the right to refuse a request for information based on any of the following grounds:

- (a) Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- (b) Mandatory protection of the commercial information of a third party, if the record contains:
 - (i) Trade secrets of that third party;
 - (ii) Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; and
 - (iii) Information disclosed in confidence by a third party, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- (c) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement or legislation;
- (d) Mandatory protection of the safety of individuals and the protection of property;
- (e) Mandatory protection of records which would be regarded as privileged in legal proceedings;
- (f) The information relates to the commercial activities of Apex Fund Services, which may include:
 - (i) Trade secrets of Apex Fund Services;
 - (ii) Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Apex Fund Services;

- (iii) Information which, if disclosed, could put Apex Fund Services at a disadvantage in negotiations or commercial competition;
- (iv) A computer program which is owned by Apex Fund Services and which is protected by copyright.
- (g) The research information of Apex Fund Services or a third party, if its disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

15.4.2 A request for information that is clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources will be refused.

16 Prescribed fees and forms in respect of Private Bodies

The prescribed fees and form for requests to private bodies, are attached to this manual, marked "Annexure A" and "Annexure B" respectively and are available on the website of the Information Regulator <https://inforegulator.org.za/>.

17 Manual Update

We will update this Manual from time to time, without prior notice. Any amendments will be posted on the website with an updated revision date.

ANNEXURE A: FEE SCHEDULE

GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I

FEES IN RESPECT OF GUIDE

The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0,60 for every photocopy of an A4-sized page or part thereof.

PART II

FEES IN RESPECT OF PUBLIC BODIES

Not applicable to Apex Fund Service

PART III

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows—

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows—

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54(2) of the Act, the following applies—

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

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 (when made on behalf of another person)	
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				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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.)

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 <i>(Mark the applicable box with an "X")</i>	
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 <i>(Mark the applicable box with an "X")</i>	
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 <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:	

FEES	
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 (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer