PAIA AND POPIA MANUAL

Blydex (Pty) Ltd

Manual under section 51 of the Promotion of Access to Information Act 2 of 2000, recording the information required by the Protection of Personal Information Act 4 of 2013, effective 29 October 2026

1. About this manual

1.1. Blydex (Pty) Ltd ("Blydex") publishes this manual under section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA"). It also records how Blydex processes personal information, as section 51(1)(c) of PAIA and section 17 of the Protection of Personal Information Act 4 of 2013 ("POPIA") require.

1.2. The manual explains what records Blydex keeps, how to ask for them, what it costs, and what rights a person has over their personal information. The forms needed to exercise those rights are attached as Annexures A to F.

1.3. Where this manual summarises the law it does so in plain terms. PAIA, POPIA and their regulations prevail over anything said here.

1.4. This manual replaces the manual dated 23 October 2026.

2. Contact details

2.1. Blydex is a private company. Its street and postal address is 38 Lebombo Road, Ashlea Gardens, Pretoria, 0081. Its telephone number is 083 424 2444, its email address is info@blydex.co.za and its website is www.blydex.co.za.

2.2. Blydex provides services in accounting, labour, corporate services, compliance and risk, and immigration and visas.

3. Information Officer

3.1. The head of Blydex is its sole director, Soren Burkal Nielsen, who is its Information Officer under PAIA and POPIA. Alan Buttle is its Deputy Information Officer under section 56 of PAIA and section 56 of POPIA. Both are registered with the Information Regulator under registration number 2026-005361.

3.2. Every request for access to a record, and every request, objection or complaint about personal information, goes to the Information Officer at info@blydex.co.za or the Deputy Information Officer at alan@blydex.co.za, on 083 424 2444, or by hand or post at the address in clause 2.1.

4. The Information Regulator and its guide

4.1. The Information Regulator has published a guide under section 10 of PAIA on how to use PAIA and POPIA. It is available free of charge in each official language from the Information Regulator, and may be inspected at Blydex's office during office hours.

4.2. A copy of the guide may be asked for from the Information Officer on the form at Annexure C.

4.3. The Information Regulator's contact details are: Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191; telephone 010 023 5200 and toll free 0800 017 160; general enquiries enquiries@inforegulator.org.za; PAIA complaints PAIAComplaints@inforegulator.org.za; POPIA complaints POPIAComplaints@inforegulator.org.za; website www.inforegulator.org.za.

5. Records available without a request

5.1. No notice has been published under section 52(2) of PAIA listing records of Blydex that are automatically available.

5.2. The following may be obtained without a formal request: this manual, Blydex's privacy policy, its website terms of use, the information on its website, its marketing material, and its company records filed with the Companies and Intellectual Property Commission, which are obtainable from that Commission.

6. Records kept under other laws

6.1. Blydex keeps records under the following laws, to the extent each applies to it:

6.1.1. the Companies Act 71 of 2008;

6.1.2. the Income Tax Act 58 of 1962, the Value-Added Tax Act 89 of 1991 and the Tax Administration Act 28 of 2011;

6.1.3. the Basic Conditions of Employment Act 75 of 1997, the Labour Relations Act 66 of 1995 and the Employment Equity Act 55 of 1998;

6.1.4. the Unemployment Insurance Act 63 of 2001 and the Unemployment Insurance Contributions Act 4 of 2002;

6.1.5. the Compensation for Occupational Injuries and Diseases Act 130 of 1993;

6.1.6. the Immigration Act 13 of 2002;

6.1.7. the Electronic Communications and Transactions Act 25 of 2002;

6.1.8. the Consumer Protection Act 68 of 2008; and

6.1.9. PAIA and POPIA.

6.2. A requester who relies on a right of access under another law should say so in the request.

7. Records Blydex holds

7.1. Blydex holds the following categories of records. That a record falls within a category does not mean that access will be given. Each request is decided on its merits and against the grounds in clause 10.

7.1.1. Company records: the memorandum of incorporation, registers of shareholders and directors, share certificates, resolutions and filings with the Companies and Intellectual Property Commission.

7.1.2. Financial and tax records: financial statements, accounting records, bank records, invoices and tax returns.

7.1.3. Personnel records: employment and contractor agreements, payroll, leave records and statutory returns.

7.1.4. Client records: proposals, engagement letters, correspondence, documents supplied by clients and the work delivered to them.

7.1.5. Visa matter records: applications, supporting documents and correspondence with the Department of Home Affairs, South African missions and their visa facilitation agents.

7.1.6. Supplier and contract records: agreements with suppliers and service providers.

7.1.7. Website and marketing records: enquiries received through the website, marketing material and records of consent to marketing.

8. How to request access

8.1. A request is made on Form 2 of the PAIA Regulations, 2021, attached as Annexure A, and sent to the Information Officer by email, by post or by hand.

8.2. The requester must attach proof of identity, identify the record, say in what form and manner access is wanted, give an address or email address in South Africa, and state which right the requester seeks to exercise or protect and why the record is needed for it, as section 53(2) of PAIA requires. A private body may only be required to release a record that is needed to exercise or protect a right.

8.3. A person who asks on behalf of another must state the capacity in which the request is made and attach proof of it.

8.4. A requester who cannot complete the form because of illiteracy or disability may make the request orally. The Information Officer will write it down and give the requester a copy.

8.5. Blydex decides a request within 30 days of receiving it, under section 56 of PAIA, and tells the requester in writing on Form 3, attached as Annexure B. It may extend that period once, by up to 30 days, under section 57 of PAIA, and

tells the requester in writing of the extension and the reasons for it. A request not decided in time is treated as refused under section 58 of PAIA.

8.6. Where only part of a record may be released, Blydex removes the part that may not be released and gives access to the rest, under section 59 of PAIA.

8.7. Where a record cannot be found or does not exist, Blydex tells the requester by affidavit or affirmation setting out the steps taken to find it, under section 55 of PAIA. That notice is treated as a refusal. If the record is later found, the requester is given access unless a ground in clause 10 applies.

8.8. Where a record concerns a third party, Blydex notifies the third party within 21 days under section 71 of PAIA. The third party may make representations within 21 days of the notice, and Blydex then decides the request within 30 days and informs both the third party and the requester.

9. Fees

9.1. Two fees arise. A request fee of R140,00 is payable before a request is processed. A requester asking for a record of their own personal information pays no request fee. An access fee is payable once access is granted, and covers reproduction, search and preparation.

9.2. The access fee is made up of the following items:

9.2.1. a photocopy or printed copy of an A4 page, or part of a page, R2,00;

9.2.2. a copy on a flash drive supplied by the requester, R40,00, on a compact disc supplied by the requester, R40,00, and on a compact disc supplied by Blydex, R60,00, the same amounts applying to a copy of an audio record;

9.2.3. a transcription of an audio record, R24,00 for each A4 page;

9.2.4. a transcription or copy of visual images, at the amount quoted by the service provider to whom the work is outsourced;

9.2.5. search and preparation, R145,00 for each hour or part of an hour after the first hour, up to R435,00; and

9.2.6. postage, email or other electronic transfer, at actual cost.

9.3. Where the search and preparation will take more than six hours, Blydex may ask for a deposit of one third of the access fee before it starts. The deposit is refunded if access is refused.

9.4. Personal inspection of a record at Blydex's office is free. Blydex may withhold a record until the fees payable have been paid.

9.5. These are the fees prescribed for private bodies at the date of this manual. If the prescribed fees change, the prescribed fees apply, and the amount payable is stated on Form 3.

10. Grounds for refusing access

10.1. Blydex may or must refuse access on the grounds in Chapter 4 of Part 3 of PAIA, which are:

10.1.1. unreasonable disclosure of personal information about a third party, including a deceased person, under section 63;

10.1.2. the trade secrets, or the financial, commercial, scientific or technical information, of a third party, where disclosure would likely cause it harm, under section 64;

10.1.3. information supplied in confidence, where disclosure would breach a duty of confidence owed to a third party, under section 65;

10.1.4. information whose disclosure could endanger the life or physical safety of a person, or the security of property, under section 66;

10.1.5. records privileged from production in legal proceedings, under section 67;

10.1.6. Blydex's own trade secrets, commercially sensitive information and computer programs, under section 68; and

10.1.7. research information of Blydex or a third party, where disclosure would seriously disadvantage the research, under section 69.

10.2. Access must still be given where section 70 of PAIA applies, being where disclosure would reveal a substantial contravention of the law or an imminent and serious risk to public safety or the environment, and the public interest clearly outweighs the harm.

11. Remedies if a request is refused

11.1. Blydex has no internal appeal. The internal appeal on Form 4 of the PAIA Regulations applies only to public bodies.

11.2. A requester, or a third party, who is unhappy with a decision may complain to the Information Regulator within 180 days of the decision under sections 77A and 77B of PAIA, on the Information Regulator's complaint form (Form 5 of the PAIA Regulations), which is available on its website.

11.3. An application to court under section 78 of PAIA may be brought only after the complaint procedure in section 77A has been exhausted.

12. How Blydex processes personal information

12.1. Blydex processes personal information to provide its services; to enter into and manage engagements; to verify the identity of clients and their representatives; to prepare and submit visa applications; to invoice and collect fees; to recruit, employ and pay its people; to comply with the law; to run its website; and to market its services where the law allows.

12.2. Blydex processes personal information about the following people:

12.2.1. clients and their directors, shareholders, employees and representatives: names, identity and registration numbers, contact details, financial, tax and company records, and correspondence;

12.2.2. visa applicants and their family members: identity and passport details, nationality, marital status, birth and marriage records, employment, qualification and financial records, police clearance certificates and medical and radiological reports;

12.2.3. employees, applicants for employment and contractors: identity, contact, banking, tax, payroll and qualification details, and next of kin;

12.2.4. suppliers and service providers: names, contact, tax and banking details of the business and its representatives; and

12.2.5. website users and subscribers: the details they submit, their marketing preferences, and technical information such as browser type and IP address.

12.3. Police clearance certificates, which concern criminal behaviour, and medical reports, which concern health, are special personal information under section 26 of POPIA. Blydex processes them only with the data subject's consent under section 27(1)(a) of POPIA, only for the visa application concerned, and only by those who need them for that application.

12.4. A visa application may include the personal information of a child. Blydex processes it only with the prior consent of a parent or guardian under section 35(1)(a) of POPIA, and only for the application concerned.

12.5. Blydex shares personal information only where the purpose requires it, with the Department of Home Affairs, South African missions abroad and their visa facilitation agents, the Companies and Intellectual Property Commission, the South African Revenue Service, the Department of Employment and Labour, banks, auditors and professional advisers, and with its operators for accounting software, email, cloud storage and website hosting. Operators act under a written agreement as sections 20 and 21 of POPIA require.

12.6. Some of Blydex's operators store information on servers outside South Africa, and a visa matter may require information to be sent to a South African mission or foreign authority abroad. Blydex sends personal information outside South Africa only where section 72 of POPIA allows it: where the recipient is bound by law, binding corporate rules or a binding agreement giving adequate protection, where the data subject consents, or where the transfer is necessary to perform a contract with or in the interest of the data subject.

12.7. Blydex protects personal information as section 19 of POPIA requires, by taking reasonable technical and organisational measures to prevent its loss, damage, unauthorised destruction and unlawful access. These include individual user accounts with access limited by role, secured and backed up systems, encryption of information in transit, locked storage for paper records, confidentiality undertakings from its people, and written agreements with its operators.

12.8. Where there are reasonable grounds to believe that personal information has been accessed or acquired by an unauthorised person, Blydex notifies the Information Regulator and the data subject as soon as reasonably possible, as section 22 of POPIA requires.

12.9. Blydex keeps records for as long as the purpose or the law requires, which for company and tax records is generally five to seven years, and then destroys or de-identifies them as section 14 of POPIA requires.

13. Rights of data subjects

13.1. A data subject has the right:

13.1.1. to be told that personal information is being collected, and that it has been accessed by an unauthorised person;

13.1.2. to ask whether Blydex holds personal information about them, and for a record of it, under section 23 of POPIA, which is done by a request under clause 8;

13.1.3. to ask for personal information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully to be corrected or deleted, and for a record Blydex may no longer keep to be destroyed, under section 24 of POPIA;

13.1.4. to object to processing on reasonable grounds, and to object at any time to processing for direct marketing, under section 11(3) of POPIA;

13.1.5. not to receive direct marketing by electronic communication without consent, unless they are an existing client, under section 69 of POPIA;

13.1.6. not to be subject to a decision with legal consequences based solely on automated processing, under section 71 of POPIA;

13.1.7. to withdraw consent at any time; and

13.1.8. to complain to the Information Regulator under section 74 of POPIA, and to bring civil proceedings under section 99 of POPIA.

13.2. An objection is made on Form 1 of the POPIA Regulations, attached as Annexure D. A request for correction, deletion or destruction is made on Form 2 of the POPIA Regulations, attached as Annexure E. Both are free of charge and may be sent to the Information Officer by hand, post, email, SMS or WhatsApp. An objection or request made by telephone is recorded, and a transcript is given on request.

13.3. Blydex tells the data subject in writing of the action taken on a request for correction, deletion or destruction within 30 days. Where a correction is made and the information has been supplied to a third party, Blydex informs that third party where reasonably practicable. Where a request is refused, Blydex attaches to the record a note that a correction was asked for and not made.

13.4. Blydex asks for consent to direct marketing on Form 4 of the POPIA Regulations, attached as Annexure F, or in another written form substantially similar to it. It asks a person who has not consented only once, and a failure to opt out is not consent.

13.5. A complaint to the Information Regulator about personal information is made on Form 5 of the POPIA Regulations, which is available on its website, to the contact details in clause 4.3.

14. Availability, review and reporting

14.1. This manual is available free of charge on www.blydex.co.za and at Blydex's office during office hours, and by email from the Information Officer. A printed copy is given on request at the copy fee in clause 9.2.1. Blydex gives a copy to the Information Regulator on request.

14.2. Blydex reviews this manual at least once a year and whenever its particulars change.

14.3. The Information Officer submits Blydex's annual report on requests for access to the Information Regulator in the form and by the date the Information Regulator prescribes.

15. Approval

15.1. This manual was approved by the head of Blydex and takes effect on 29 October 2026.

Annexure A. Form 2, request for access to a record

FORM 2

REQUEST FOR ACCESS TO RECORD

Regulation 7 of the Regulations relating to the Promotion of Access to Information, 2021

Note 1. Proof of identity must be attached by the requester.

Note 2. If the request is made on behalf of another person, proof of that authorisation must be attached.

TO: The Information Officer, Blydex (Pty) Ltd, 38 Lebombo Road, Ashlea Gardens, Pretoria, 0081, info@blydex.co.za

Mark with an "X":

[ ] Request is made in my own name

[ ] Request is made on behalf of another person

Part 1. Personal information

Full names: _____

Identity number: _____

Capacity in which request is made, when on behalf of another person:

_____

_____

Postal address: _____

Street address: _____

Email address: _____

Contact numbers, telephone and cellular: _____

Full names of person on whose behalf request is made, if applicable:

_____

_____

Identity number: _____

Postal address: _____

Street address: _____

Email address: _____

Contact numbers, telephone and cellular: _____

Part 2. 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. If the space provided is inadequate, 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 (mark the applicable box with an "X")

[ ] Record is in written or printed form

[ ] Record comprises virtual images, such as photographs, slides, video recordings, computer-generated images or sketches

[ ] 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, including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form

[ ] Written or printed transcription of virtual images, such as photographs, slides, video recordings, computer-generated images or sketches

[ ] Transcription of soundtrack, written or printed document

[ ] Copy of record on flash drive, including virtual images and soundtracks

[ ] Copy of record on compact disc drive, including virtual images and soundtracks

[ ] Copy of record saved on cloud storage server

Manner of access (mark the applicable box with an "X")

[ ] Personal inspection of record at the registered address of the private body, 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

[ ] Postal services to postal address

[ ] Postal services to street address

[ ] Courier service to street address

[ ] Facsimile of information in written or printed format, including transcriptions

[ ] Email of information, including soundtracks if possible

[ ] Cloud share or file transfer

Preferred language: _____

Note: if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

Part 3. Particulars of right to be exercised or protected

If the space provided is inadequate, 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 right:

_____

_____

_____

Part 4. Fees

A request fee must be paid before the request will be considered. You will be notified of the amount of the access fee to be paid. 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 the record. If you qualify for exemption from the payment of any fee, please state the reason for exemption.

Reason: _____

_____

Part 5. Correspondence

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, or person on whose behalf the request is made

For official use

Reference number: _____

Request received by, rank, name and surname of Information Officer:

_____

Date received: _____

Access fees: _____

Deposit, if any: _____

_____

Signature of Information Officer

Annexure B. Form 3, outcome of request and of fees payable

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

Regulation 8 of the Regulations relating to the Promotion of Access to Information, 2021

Note 1. If your request is granted, the amount of the deposit, if any, is payable before your request is processed, and the requested record or part of the record will only be released once proof of full payment is received.

Note 2. Please use the reference number below in all future correspondence.

Reference number: _____

TO: _____

_____

_____

Your request dated _____ refers.

1. You requested personal inspection of information at the registered address of Blydex (Pty) Ltd, 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. This is free of charge. You are required to make an appointment for the inspection 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 of the PAIA Regulations, 2021.

2. You requested the following form of reproduction:

[ ] Printed copy of record, including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form

[ ] Written or printed transcription of virtual images, such as photographs, slides, video recordings, computer-generated images or sketches

[ ] Transcription of soundtrack, written or printed document

[ ] Copy of record on flash drive, including virtual images and soundtracks

[ ] Copy of record on compact disc drive, including virtual images and soundtracks

[ ] Copy of record saved on cloud storage server

3. To be submitted by:

[ ] Postal services to postal address

[ ] Postal services to street address

[ ] Courier service to street address

[ ] Facsimile of information in written or printed format, including transcriptions

[ ] Email of information, including soundtracks if possible

[ ] Cloud share or file transfer

Preferred language: _____

Note: if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

Kindly note that your request has been:

[ ] Approved

[ ] Denied, for the following reasons:

_____

_____

4. Fees payable with regard to your request. For each item, state the number of pages, items or hours and the amount.

Photocopy or printed copy, R2,00 a page: _____

Flash drive or compact disc, R40,00 or R60,00: _____

Transcription of visual images, as quoted: _____

Copy of visual images, as quoted: _____

Transcription of audio record, R24,00 a page: _____

Copy of audio record, R40,00 or R60,00: _____

Search and preparation, R145,00 an hour: _____

Postage or electronic transfer, at cost: _____

TOTAL: _____

5. Deposit payable, if search exceeds six hours:

[ ] Yes [ ] No

Hours of search: _____

Amount of deposit, one third of the 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 number: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

_____

Information Officer

Annexure C. Form 1, request for a copy of the guide

FORM 1

REQUEST FOR A COPY OF THE GUIDE FROM AN INFORMATION OFFICER

Section 10 of the Promotion of Access to Information Act 2 of 2000, and regulation 3 of the Regulations relating to the Promotion of Access to Information, 2021

TO: The Information Officer, Blydex (Pty) Ltd, 38 Lebombo Road, Ashlea Gardens, Pretoria, 0081, info@blydex.co.za

I, _____,
request a copy of the guide on how to use the Promotion of Access to Information Act 2 of 2000.

Full names of requester: _____

Identity number: _____

Postal address: _____

Email address: _____

Contact numbers: _____

Language in which the guide is required: _____

Number of copies required: _____

Manner of collection (mark with an "X"):

[ ] Personal collection

[ ] Postal services

[ ] Facsimile

[ ] Electronic communication, by email

Signed at _____ this _____ day of _____ 20____

_____

Signature of requester

Annexure D. Form 1, objection to the processing of personal information

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

Section 11(3) of the Protection of Personal Information Act 4 of 2013, and regulation 2 of the Regulations relating to the Protection of Personal Information, 2018

Note 1. Affidavits or other documentary evidence in support of the objection may be attached.

Note 2. If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.

Note 3. Complete as is applicable.

Part A. Details of data subject

Name and surname, or registered name, of data subject:

_____

_____

Residential, postal or business address: _____

_____

Code: _____

Contact numbers: _____

Fax number or email address: _____

Part B. Details of responsible party

Name and surname, or registered name, of responsible party:

_____

Blydex (Pty) Ltd

38 Lebombo Road, Ashlea Gardens, Pretoria, 0081

083 424 2444, info@blydex.co.za

Part C. Reasons for objection in terms of section 11(3)(a) of POPIA

Please provide detailed reasons for the objection.

_____

_____

_____

_____

Signed at _____ this _____ day of _____ 20____

_____

Signature of data subject or designated person

Annexure E. Form 2, request for correction or deletion of personal information

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION, OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

Section 24(1) of the Protection of Personal Information Act 4 of 2013, and regulation 3 of the Regulations relating to the Protection of Personal Information, 2018

Note 1. Affidavits or other documentary evidence in support of the request may be attached.

Note 2. If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.

Note 3. Complete as is applicable.

Mark the appropriate box with an "X". Request for:

[ ] Correction or deletion of the personal information about the data subject which is in the possession or under the control of the responsible party, because it is:

[ ] inaccurate [ ] irrelevant [ ] excessive [ ] out of date

[ ] incomplete [ ] misleading [ ] obtained unlawfully

[ ] Destroying or deletion of a record of personal information about the data subject which is in the possession or under the control of the responsible party and which the responsible party is no longer authorised to retain

Part A. Details of the data subject

Name and surname, or registered name, of data subject:

_____

_____

Residential, postal or business address: _____

_____

Code: _____

Contact numbers: _____

Fax number or email address: _____

Part B. Details of responsible party

Name and surname, or registered name, of responsible party:

_____

Blydex (Pty) Ltd

38 Lebombo Road, Ashlea Gardens, Pretoria, 0081

083 424 2444, info@blydex.co.za

Part C. Information to be corrected, deleted or destroyed

_____

_____

_____

Part D. Reasons for the correction or deletion of the personal information under section 24(1)(a), or for the destruction or deletion of a record under section 24(1)(b), which the responsible party is no longer authorised to retain

Please provide detailed reasons for the request.

_____

_____

_____

Signed at _____ this _____ day of _____ 20____

_____

Signature of data subject or designated person

Annexure F. Form 4, consent to direct marketing

FORM 4

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF PERSONAL INFORMATION FOR DIRECT MARKETING BY UNSOLICITED ELECTRONIC COMMUNICATION

Section 69(2) of the Protection of Personal Information Act 4 of 2013, and regulation 6 of the Regulations relating to the Protection of Personal Information, 2018

Part A. Request by the responsible party

TO, name of data subject: _____

_____

FROM: Blydex (Pty) Ltd, 38 Lebombo Road, Ashlea Gardens, Pretoria, 0081

Telephone 083 424 2444, email info@blydex.co.za

Blydex (Pty) Ltd asks for your consent to process your personal information to send you direct marketing about its services in accounting, labour, corporate services, compliance and risk, and immigration and visas, by unsolicited electronic communication. You may withdraw your consent at any time by telling the Information Officer at info@blydex.co.za.

Full names and designation of person signing on behalf of Blydex:

_____

Signature of designated person: _____

Date: _____

Part B. Consent of the data subject

I, _____ (full names of data subject), hereby:

[ ] give my consent to receive direct marketing of the services specified in Part A by electronic communication

[ ] do not give my consent

Specify preferred method of communication:

[ ] Email [ ] SMS [ ] WhatsApp [ ] Telephone

[ ] Other, please specify: _____

Signed at _____ this _____ day of _____ 20____

_____

Signature of data subject