

Form 3

Request to Access / Confirmation of Personal Information
in terms of Section 23 of the Protection of Personal Information Act 4 of 2013 (POPIA)

This form has been designed to allow you to exercise your right to access your data or to confirm the information that Shop2Shop holds about you. Should your request involve access to information about a third party, please refer to our [PAIA manual](#).

This form is intended to be used for the sole purpose of exercising your privacy right to request access to or confirmation of personal data in our possession about you.

Please submit this request **with a copy of your ID** to informationofficer@shop2shop.co.za or by visiting our office.

Fields marked with * are mandatory for the application to be processed.

Details of the Data Subject	
Name and Surname / Registered name of organisation	*
Identity number / registration number	*
Current Address	*
Time at current address	Years: _____ Months: _____
Contact number	*
Email address	*
Description of the Request *	
Describe your request. We would like to understand the information to which your request relates and the reasons for your request. You may request access to a consolidated record of all data we hold on you. An administrative fee will be charged based on the nature of the request.	

Signed at this day of20.....

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Signature of data subject/designated person