**FLINK SOUTH AFRICA (PTY) LIMITED**  
  
This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 and to address the requirements of the Protection of Personal Information Act 4 of 2014.

December 2021

[version]

# Table of Contents

[1. Table of Contents 2](#_Toc95334319)

[1. DEFINITIONS 3](#_Toc95334320)

[2. INTRODUCTION TO THE PROMOTION OF ACCESS TO INFORMATION ACT 6](#_Toc95334321)

[3. AVAILABILITY OF THIS MANUAL AND THE RELEVANT CONTACT DETAILS 7](#_Toc95334322)

[4. GUIDE OF SAHRC 7](#_Toc95334323)

[5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA 8](#_Toc95334324)

[6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA 8](#_Toc95334325)

[7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION 11](#_Toc95334326)

[8. REQUEST PROCESS 13](#_Toc95334327)

[9. GROUNDS FOR REFUSAL 15](#_Toc95334328)

[10. REMEDIES SHOULD A REQUEST BE REFUSED 17](#_Toc95334329)

[11. Fees 17](#_Toc95334330)

[12. PROCESSING OF PERSONAL INFORMATION 19](#_Toc95334331)

# DEFINITIONS

|  |  |
| --- | --- |
| Client | any natural or juristic person that received or receives services from the Company |
| Conditions for Lawful Processing | the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual |
| Data Subject | the person to whom personal information relates |
| Information Officer | the individual who is identified in paragraph 3 of this Manual |
| Manual | this Manual |
| PAIA | the Promotion of Access to Information Act 2 of 2000, as amended |
| Personal Information | means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—   * 1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;   2. information relating to the education or the medical, financial, criminal or employment history of the person;   3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;   4. the biometric information of the person;   5. the personal opinions, views or preferences of the person;   6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;   7. the views or opinions of another individual about the person; and   8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person |
| Personnel | any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers |
| POPI | the Protection of Personal Information Act 4 of 2013, as amended |
| POPI Regulations | the regulations promulgated in terms of section 112(2) of POPI |
| Private Body | means—   * 1. a natural person who carries or has carried on any trade, business or profession, but only in such capacity;   2. a partnership which carries or has carried on any trade, business or profession; or   3. any former or existing juristic person, but excludes a public body |
| Processing | means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—   * 1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;   2. dissemination by means of transmission, distribution or making available in any other form; or   3. merging, linking, as well as restriction, degradation, erasure or destruction of information |
| SAHRC | the South African Human Rights Commission |

Any other terms not described herein will have the meaning as ascribed to it in terms of PAIA or POPI.

# INTRODUCTION TO THE PROMOTION OF ACCESS TO INFORMATION ACT

* 1. PAIA was enacted to give effect to the constitutional right to access any information held by the state or any other person which is required for the exercise or protection of any right. If a public body lodges a request in terms of PAIA, it must be acting in the public interest.
  2. POPI, on the other hand, was enacted to protect the privacy of individuals and corporates.
  3. For the purpose of POPI and PAIA, the Company is defined as a private body. In accordance with the Company’s obligations in terms of POPI and PAIA, the Company has produced this Manual.
  4. This Manual sets out all information required by both PAIA and POPI.
  5. This Manual also deals with how requests are to be made in terms of PAIA. Therefore, this Manual describes the types of records that the Company holds, explains the procedure to submit a request for access to the records in terms of PAIA and provides for the fees and relevant forms required to submit such a request.
  6. While PAIA envisions access, transparency and accountability in respect of information, section 9 of the Act also recognises that the right to access information cannot be unlimited. Therefore, it has set out various limitations to the right, including:
     1. Limitations relating to reasonable protection of privacy;
     2. Information that is commercially confidential; and
     3. Information limited to effective, efficient and good governance.
  7. Any PAIA request in terms of this Manual will therefore be subject to such limitations.
  8. This Manual also establishes how compliance with POPI is to be achieved. Where relevant, this Manual must be read together with the Company’s Privacy Policy, which further sets out how the Company intends to comply with its POPI obligations.

# AVAILABILITY OF THIS MANUAL AND THE RELEVANT CONTACT DETAILS

* 1. This Manual is published on the Company’s website and is available on request from the Information Officer, the details of which are:

|  |  |
| --- | --- |
| **Business Name** | Flink South Africa (Pty) Limited |
| **Registration Number** | 2020 / 878524 / 07 |
| **Registered Office** | Unit 12 Di Luso Estate, 22 Hennie Bingle Street, Vyfhoek, Potchefstroom, North West, 2531 |
| **Postal Address** | Unit 12 Di Luso Estate, 22 Hennie Bingle Street, Vyfhoek, Potchefstroom, North West, 2531 |
| **Contact Number** |  |
| **Information Officer** | René Schreuder |
| **Email address** | [rene@flink-app.com](mailto:rene@flink-app.com) |

* 1. Background information of the Company can be found at [INSERT WEBSITE].

# GUIDE OF SAHRC

* 1. A guide to PAIA and how to access information in terms of PAIA has been published by the SAHRC pursuant to section 10 of PAIA.
  2. The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.
  3. Should you wish to access the guide you may request a copy from the Information Officer by submitting **ANNEXURE A**, attached hereto, to the details specified above.
  4. You may also inspect the guide at the Company’s offices during ordinary working hours.
  5. You may also request a copy of the guide from Information Regulator at the following details:

**Information Regulator:**

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone: (010) 023 5200

Website: www.justice.gov.za

Email: [PAIAC](mailto:PAIAC)omplaince.IR@justice.gov.za

# LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA

* 1. At this stage no Notices have been published on the categories of records that are available without having to request access to them in terms of PAIA.

# AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

* 1. General information held by the Company, which is public in nature, may be access on the Company’s website without a formal request as contemplated in this Manual.
  2. The Company holds the following records for the purposes of PAIA, which may be requested from the Company.
  3. However, it should be noted that there is no guarantee that the request will be honoured. The Company is entitled to refuse access to the information in terms of section 62 to 69 of PAIA. Each request will be evaluated in terms of PAIA and any other applicable legislation at the time.

**Products and/or Services:**

* Information relating to the Company’s products and/or services are available on the Company’s website as set out above.

**Human Resources:**

* Employment Contracts
* Employee benefits
* Personnel records and correspondence
* Training records
* Internal policies
* Information pertaining to share options, share incentives, bonus or profit sharing agreements of each employee
* Pension and provident find records
* Other payroll records
* Recruitment records

**Legal services and Compliance:**

* Agreements with Clients
* Agreement with Suppliers
* Shareholder agreements
* Partnership agreements
* Licenses and Permits
* Intellectual Property records
* Power of Attorneys
* Sale agreements
* Immovable property records
* Lease agreements
* Statutory and regulatory compliance records

**Company Secretarial and Corporate governance:**

* Memorandum of Incorporation and other constitutional documents
* Secretarial records
* Tradename registrations
* Trademark registrations
* Company registration documents
* Statutory registers
* Minutes of Shareholder’s meetings
* Minutes of Director’s meetings
* Register of Directors
* Share Certificates
* Resolutions of the Board of Directors
* Resolutions of the Shareholders
* Corporate governance policies, procedures and strategies

**Financial:**

* Accounting records
* Annual reports
* Interim reports
* Auditor details and reports
* Tax returns
* Insurance records
* Banking details
* Financial policies and procedures
* Asset registers
* Supplier records
* Management accounts

**Client:**

* Client database, including prospective clients
* Correspondence with Clients
* Documentation prepared for Clients
* Invoices, receipts, credit and debit notes
* Visitor’s records
* Interested party records, including members and personnel of the Company’s clients

**Marketing:**

* Published Marketing material
* Marketing strategies
* Public communication records

**Health and Safety records:**

* Health and safety records (employees and contractors)

**Operational records:**

* Production records
* Logistics records
* Internal operational records

**Miscellaneous:**

* Internal Correspondence
* Information technology records
* Trade secrets
* Domain name registrations
* Website information
* Title deeds

# RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

* 1. The Company may be in possession of records in terms of the following legislation as and when applicable:
     1. Basic Conditions of Employment Act, No. 75 of 1997
     2. Companies Act, No. 71 of 2008
     3. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
     4. Competition Act, No. 89 of 1998
     5. Constitution of the Republic of South Africa Act, No. 108 of 1996
     6. Credit Agreement Act, No. 75 of 1980
     7. The Criminal Procedure Act, No. 51 of 1977
     8. Debt Collectors Act, No. 114 of 1998
     9. Deed Registries Act, No. 47 of 1937
     10. Employment Equity Act, No. 55 of 1998
     11. Financial Intelligence Centre Act, No. 38 of 2001
     12. Identification Act, No. 68 of 1997
     13. National Credit Act, No. 34 of 2005
     14. Insolvency Act, No. 24 of 1936
     15. Inspection of Financial Institutions Act, No. 18 of 1998
     16. The Labour Relations Act, No. 66 of 1995
     17. The Long Term Insurance Act, No. 52 of 1998
     18. Pension Funds Act, No. 24 of 1956
     19. Short Term Insurance Act, No. 53 of 1998
     20. Skills Development Levies Act, No. 9 of 1999
     21. Unemployment Insurance Act, No. 63 of 2001
     22. Unit Trust Control Act, No. 54 of 1981
     23. Value Added Tax Act, No. 89 of 1991
     24. Electronic Communication and Transactions Act, No. 25 of 2002
     25. Financial Advisory and Intermediary Service Act, No. 37 of 2002
     26. Patents, Designs and Copyright Merchandise Marks Act, No. 17 of 1941
     27. Income Tax Act, No. 58 of 1962
     28. Occupational Health and Safety Act No. 85 of 1993
     29. Co-operatives Act No. 14 of 2005
     30. Customs and Excise Act No. 91 of 1964
     31. Insider Trading Act No. 135 of 1998
     32. Prevention of Organised Crime Act No. 121 of 1998
     33. Road Transportation Act No. 74 of 1977
     34. Stock Exchanges Control Act No. 54 of 1995
     35. Transfer Duty Act No. 40 of 1949
     36. Machinery and Occupational Safety Amendment Act No. 181 of 1993
     37. National Payment Systems Act No. 78 of 1998
     38. National Water Act No. 36 of 1998
     39. Prescription Act No. 68 of 1969
     40. Trademark Act No. 194 of 1993
     41. Intellectual Property Laws Amendment Act No.38 of 1997
     42. Financial Markets Act No. 19 of 2012

# REQUEST PROCESS

* 1. An individual who wishes to place a request must comply with all the procedures laid down in this Manual and PAIA.
  2. The requester must complete **ANNEXURE B**, which is attached hereto and submit it to the Information Officer at the details specified above.
  3. Therefore, the prescribed form (Annexure B) must be submitted as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail as is stated herein.
  4. The prescribed form must be completed with enough particularity to enable the Information Officer to determine:
     1. The record(s) requested;
     2. The identity of the requestor;
     3. What form of access is required; and
     4. The postal address or fax number of the requestor.
  5. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected and provide an explanation of why the records requested is required to exercise or protect the right.
  6. The request for access will be dealt with within 30 days from date of receipt, unless the requestor has set out special grounds that satisfies the Information Officer that the request be dealt with sooner.
  7. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company and the information cannot be reasonably obtained within 30 days. The Information Officer will notify the requestor in writing should an extension be necessary.
  8. The requestor will be informed in writing whether access to the records have been granted or denied. If the requestor requires a reason for the decision, the request for reasons must be expressed in the prescribed form, and the requestor must further state what particulars of the reasoning the requestor requires.
  9. If a requestor has requested the records on another individual’s behalf, the requestor must submit proof of the capacity in which the requestor submits the request, to the satisfaction of the Information Officer.
  10. Should the requestor have any difficulty with the form or the process laid out herein, the requestor should contact the Information Officer for assistance.
  11. An oral request can be made to the Information Officer should the requestor be unable to complete the form due to illiteracy or a disability. The Information Officer will complete the form on behalf of the requestor and provide a copy of the form to the requestor.

# GROUNDS FOR REFUSAL

* 1. The following are grounds upon which the Company may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:
     1. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable, in terms of section 63(2) of PAIA as well as POPI.
     2. Mandatory protection of the commercial information of a third party, in terms of section 64(1)(a) and (b) of PAIA, if the records contain:
        1. Trade secrets of that third party;
        2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
        3. Information disclosed in confidence by a third party to the Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.
     3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement or other negotiations, as contemplated by sections 64(1)(c) and 65of PAIA;
     4. Mandatory protection of the safety of individuals and the protection of property, as contemplated in section 67 of PAIA;
     5. Mandatory protection of Records that would be regarded as privileged in legal proceedings, as contemplated by section 68 of PAIA;
     6. Protection of the commercial information of the Company, as contemplated by section 68 of PAIA, which may include:
        1. Trade secrets;
        2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
        3. Information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
        4. Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws.
     7. Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage, as contemplated by section 69 of PAIA.
     8. Requests for records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.
     9. Information relates to a request after the commencement of criminal or civil proceedings, as contemplated by section 7 of PAIA.
  2. The following information may not be refused, in terms of PAIA:
     1. Environmental testing or information which reveals public safety or environmental risks, as contemplated by sections 64(2) and 68(2) of PAIA.
     2. Disclosure of information, which is in the public interest, as contemplated by section 70 of PAIA.

# REMEDIES SHOULD A REQUEST BE REFUSED

* 1. The Company does not have an internal appeal procedure in the event that the Information Officer denies a request in terms of this Manual and PAIA. Therefore, a decisions made by the Information Officer is final. The requestor may use the external appeal procedures set out below.
  2. The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

# FEES

* 1. The following fees shall be payable upon request by a requestor:

|  |  |
| --- | --- |
| Request fee  (payable on every request) | **R140.00** |
| Photocopy of an A4 page or part thereof | **R2.00** |
| Printed copy of an A4 page or part thereof | **R2.00** |
| Hard copy on flash drive  (flash drive to be provided by requestor) | **R40.00** |
| Hard copy on a compact disc  (compact disc to be provided by requestor) | **R40.00** |
| Hard copy on a compact disc  (compact disc to be provided by the Company) | **R60.00** |
| Transcription of visual images per A4 page | **As per quotation of service provider** |
| Copy of visual images | **As per quotation of service provider** |
| Transcription of an audio record per A4 page | **R24.00** |
| Copy of an audio record on flash drive  (flash drive to be provided by requestor) | **R40.00** |
| Copy of an audio on a compact disc  (compact disc to be provided by requestor) | **R40.00** |
| Copy of an audio on a compact disc  (compact disc to be provided by the Company) | **R60.00** |
| To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation | **R145.00** |
| To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation  (cannot exceed total cost) | **R435.00** |
| Postage, email or any other electronic transfer | **Actual expense, if any.** |

# PROCESSING OF PERSONAL INFORMATION

* 1. The Company processes Personal Information in order to provide, maintain and improve the performance of our services. This includes collecting information to:
     1. Establish and verify your identity and business operations, including those processes which may be required from us by law or good industry practice;
     2. Perform the Services that you request of us;
     3. Accomplish any further purpose that is related to providing our Services;
     4. Communicate with you in the manner in which you prefer, including via email, post, SMS or telephonically;
     5. Develop an online User profile;
     6. Maintain and update our database of Users;
     7. Update and inform you about our Services and any changes to our Services or Website;
     8. Respond to any queries, concerns or requests that you may lodge with us or any Authority;
     9. Conduct market or client satisfaction research or for statistical analysis, including the use of information to understand general User trends and behaviours to ensure our Services and Website remain relevant;
     10. Comply with auditing or record keeping purposes;
     11. Fulfil any contractual or legal obligation that we may have to you or a third party;
     12. Comply with any law or regulation or legal request from a recognised Authority;
     13. Comply with any software, security-related or administrative purpose; and
     14. Any other activity which may be lawful, reasonable and necessary to our business activities.
  2. The further details about the Company’s practices relating to the processing of Personal Information are set out in the Company’s Privacy Policy, which may be accessed on our website.

# CATEGORIES OF DATA SUBJECTS

* 1. The following categories of data subjects will be processed by the Company:
     1. Clients and potential clients
     2. Members of clients, and other interested parties relating to the Firm’s clients, which are necessary for performing the Firm’s obligations
     3. Employees and contractors
     4. Directors and Prescribed officers
     5. Suppliers
     6. Job applicants
     7. Visitors
     8. Statutory and regulatory bodies and government authorities
     9. Financial institutions

# CATEGORIES OF PERSONAL INFORMATION PROCESSED BY THE COMPANY

* 1. The following information shall be processed by the Company.
  2. From an Employee or other Personnel:
     1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
     2. Information relating to the education or the medical, financial, criminal or employment history of the person;
     3. The biometric information of the person;
     4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
     5. The personal opinions, views, or preferences of the person;
     6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; and
     7. Information mandated by law, set out in various sections of the Basic Conditions of Employment Act 75 of 1997 (“BCEA”), the Labour Relations Act 66 of 1995 (“LRA”), the Unemployment Insurance Contributions Act 4 of 2002 (“UIFA”), Income Tax Act 21 of 1994 (“ITA”), the Employment Equity Act 55 of 1998 (“EEA”), the Skills Development Act 97 of 1998 (“SDA”), and the Occupational Health and Safety Act 85 of 1993 (“OHSA”).
  3. From a Client:
     1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
     2. Information relating to the education or the medical, financial, criminal or employment history of the person;
     3. The biometric information of the person;
     4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
     5. The personal opinions, views, or preferences of the person; and
     6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
  4. From Candidates who wish to be recruited by one of the Company’s Clients:
     1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
     2. Information relating to the education or the medical, financial, criminal or employment history of the person;
     3. The biometric information of the person;
     4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
     5. The personal opinions, views, or preferences of the person; and
     6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.

# RECIPIENTS OR CATEGORIES OF RECIPIENTS WITH WHOM THE PERSONAL INFORMATION IS SHARED

* 1. We will not disclose your personal information unless it is for purposes as set out in this Manual and the Company’s Privacy Policy, or if we have received your permission to do so. We will disclose your personal information:
     1. To our employees, contractors and agents to the extent that these parties need your personal information in order for us to provide Services to you;
     2. To our affiliates;
     3. To authorities or governmental agencies in order to comply with any law, regulation or legal process; or
     4. In order to protect our rights, property or safety or those of our employees, contractors, agents, clients or any other third party.

# INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

* 1. The Company takes care to ensure that Personal Information is adequately protected against unauthorised access and use and remains secure.
  2. The Company may store Personal Information at a physical location or by electronic means, including on a cloud-based system. We will take reasonable, appropriate and generally accepted measures to ensure that the Personal Information is protected against unauthorised and unlawful processing, accidental loss, destruction or damage.
  3. However, we cannot guarantee that the processing and transmission of Personal Information, particularly when transmitted electronically, is absolutely secure.
  4. In order to protect Personal Information, the Company undertakes to regularly review our security controls and implement appropriate and generally accepted technical and organisational measures to ensure such protection as far as reasonably possible.
  5. We further impose necessary security, privacy and confidentiality obligations on those third parties that we have a contractual relationship with to ensure, as far as reasonably possible, that Personal Information remains secure. We also ensure that such third parties agree to treat such Personal Information with the same standard of care as we are obliged to do.

# TRANSBORDER FLOWS OF PERSONAL INFORMATION

* 1. The Firm does not transfer Personal Information across South African borders. However, should it be required for relevant business transactions, such transborder processing will be in line with South Africa’s legislative requirements.

# OBJECTIONS

* 1. Section 11(3) of POPI and regulation 2 of the POPI regulations provide that a Data Subject may, at any time, object to the processing of their Personal Information in the prescribed form.
  2. Section 24 of POPI and regulation 3 of the POPI regulations provide that a Data Subject may request for their Personal Information to be corrected and/or deleted in the prescribed form attached hereto as **ANNEXURE “C”.**

SIGNATURE INFORMATION

OFFICER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: December 2021

ANNEXURE A



ANNEXURE B

Graphical user interface, application, Word

Description automatically generated

Table

Description automatically generated

Table

Description automatically generated

Table

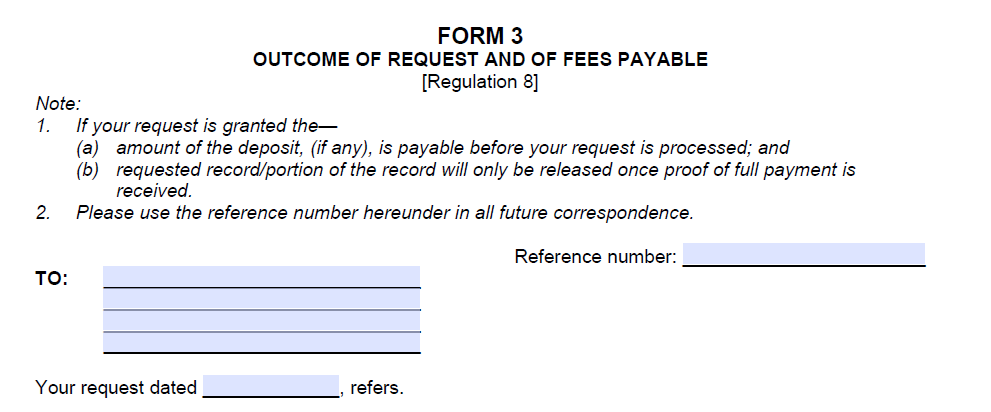
Description automatically generated

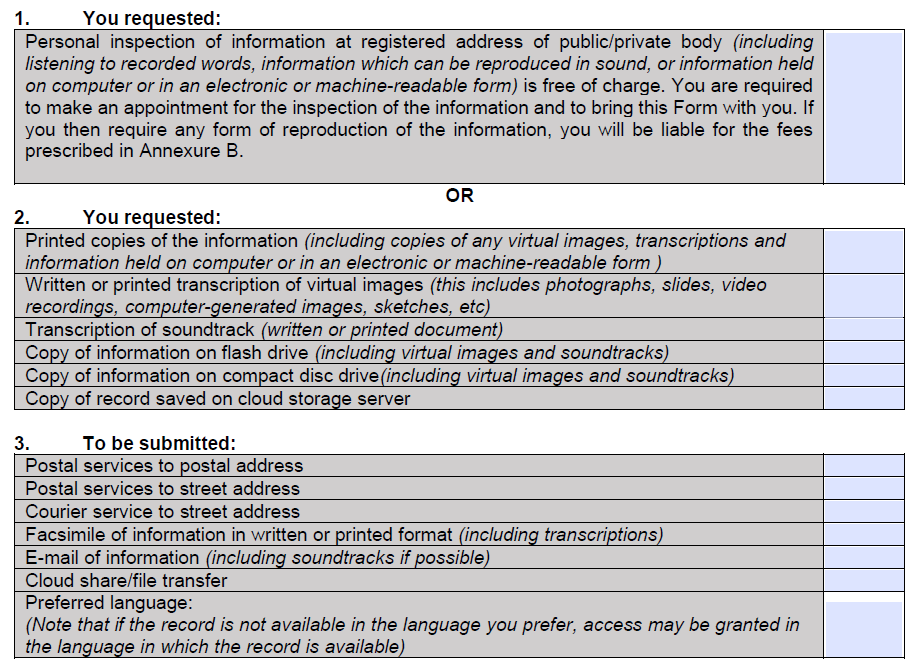


ANNEXURE C



ANNEXURE D





A blue rectangle with black lines

Description automatically generated

