

Data Subject Access Request Form

Attention: Information Officer

Reference: POPIA - Data Subject Access Request

This form is to be completed by an individual (data subject) or their authorized representative to request access to personal information held by Kasi Drive and Tours (Pty) Ltd. We will process your request in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA).

Please complete all sections of this form accurately and legibly. Failure to provide sufficient information may result in a delay or refusal to process your request.

Section 1: Details of the Data Subject

Please provide your personal details as they are recorded with Kasi Drive and Tours (Pty) Ltd.

1.1 Full Name and Surname: _____

1.2 South African ID Number / Passport Number: _____

1.3 Physical Address: _____

1.4 Postal Address: _____

1.5 Contact Number: _____

1.6 Email Address: _____

Section 2: Proof of Identity

To ensure the security and confidentiality of your information, you must provide proof of identity. Please submit a certified copy or a clear scanned image of one of the following documents.

- South African ID Document / Card
- Passport
- Driver's License

Please note that we may require further verification in certain circumstances.

Section 3: Details of the Information Requested

Please provide a detailed description of the information you are requesting. Be as specific as possible to help us locate the records you need. For example, specify dates of travel, tour names, or booking reference numbers.

3.1 Description of Information:

3.2 Do you want to receive a copy of your personal information?

- ☐ Yes
- ☐ No, I only want confirmation that you hold my personal information.

3.3 Preferred format of the record:

- Hard Copy (to be collected from our offices)
- Electronic Copy (emailed to the address provided in Section 1)

Section 4: Declaration and Signature

I, the undersigned, declare that the information provided in this form is accurate and correct.

I understand that:

- This request will be processed in accordance with POPIA.
- Kasi Drive and Tours (Pty) Ltd may require me to pay a fee for the request if it is considered excessive or unfounded.
- Kasi Drive and Tours (Pty) Ltd will respond to this request within 30 days of receiving a completed form.

Signature of Data Subject: _____ **Date:** _____