

BOTLE BUHLE BRANDS

Bottle Buhle Brands (Pty) Ltd
Company reg 1996/013551/07

208 Boundary Park,
Corner of Epsom Ave & Malibongwe Dr,
Northriding, Johannesburg, 2162

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info@bbb.co.za
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Date: 22 June 2023

Attention: Sydney Ontong
ID number: 7109285258085

RE: APPOINTMENT AS INFORMATION OFFICER FOR BOTLE BUHLE BRANDS (PTY) LTD

Dear Sydney

Bothle Buhle Brands (Pty) Ltd is committed to the lawful processing and protection of personal information. You are hereby informed that you are appointed as the Information Officer for Bothle Buhle Brands (Pty) Ltd. This appointment has been made in terms of the Protection of Personal Information Act of 2003 (POPI), and Promotion of Access to Information Act of 2000 (PAIA).

An Information Officer is tasked with encouraging compliance with the conditions for the lawful processing of personal information. The Information Officer ensures that the business can maintain integrity and confidentiality of its clients and employees' personal information by preventing loss, damage, and unauthorised access to the personal data.

Due to the nature of your assigned responsibilities as an Information Officer, you will have access to confidential information, whether through correspondence, discussion, or formal and informal meetings. It is expected of you to treat all information as strictly confidential when so labelled. You will be required to take up the duties associated with this position once you have been registered with the Information regulator. It is your responsibility to ensure that you are registered and have a certificate of registration on file.

Please note that the POPI Act stipulates that an Information Officer may delegate any power or duty conferred or imposed on him/her to a Deputy Information Officer. Should you choose to appoint a Deputy Information Officer, it will be your responsibility to outline the delegated responsibilities in writing to the appointed Deputy Information Officer.

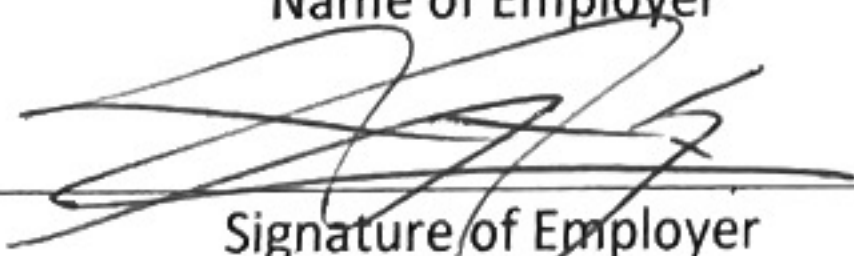
Directors: Sydney Ontong (CEO), Anne Lambropoulos

Your duties associated with this appointment as Information Officer, as depicted in Section 55 (1) of the POPI Act, include the following:

1. Familiarise yourself with the aim, objectives, and implementation of the POPI and PAIA Act.
2. Ensure that all employees are informed of the aim and objectives of the POPI and PAIA Act.
3. Ensure compliance by the organisation with the conditions for the lawful processing of personal information.
4. Handle requests made to the organisation in pursuant of POPI.
5. Working with the Information Regulator in relation to investigations conducted with regards to the organisation's compliance.
6. Ensure that legislative requirements are reflected in the relevant policies, PAIA and POPI manuals and reports.
7. Develop, implement, monitor, and maintain a compliance framework for the organisation.
8. Ensure that a personal impact assessment is done to ensure adequate measures and standards exist to comply with the conditions set out in the POPI Act.
9. Ensure that a PAIA manual is developed, monitored, maintained and available as prescribed in section 51 of the PAIA Act.
10. Ensure that internal measures are developed together with adequate systems to process requests for information or access thereto.
11. Ensure that internal awareness sessions are conducted regarding the provisions of the POPI and PAIA Act, regulations made in terms of the POPI and PAIA Act, codes of conduct, or information obtained from the Information Regulator.
12. Evaluate and approve requests for access to information received in terms of the grounds set out in POPI and PAIA within the time constraint or any extended period.

Please sign below and overleaf to acknowledge receipt of this document and accept your appointment in this capacity.


Yours sincerely,

Bottle Brand Brands (PTY) LTD
Name of Employer

Signature of Employer

Acknowledgement of receipt of the Appointment as Information Officer for Bothle Buhle Brands (Pty) Ltd.

I, Sydney Ontong (Name of employee), ID no: 7109285258085 hereby acknowledge receipt of the Appointment as Senior Manager for the Protection of Personal Information (POPI) Act (2003), and Promotion of Access to Information Act (PAIA) (2000) for Bothle Buhle Brands (Pty) Ltd and understand the duties and responsibilities associated with the position.

I further hereby declare that I accept the appointment of Information Officer for Bothle Buhle Brands (Pty) Ltd.

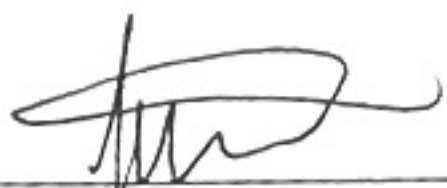


Signature of Information officer

06/07/2023

Date signed

	<u>Catherine Vermeulen</u>	<u>06/07/2023</u>
Witness signature	Name of witness	Date signed

	<u>Buhle Mokwana</u>	<u>06/07/2023</u>
Witness signature	Name of witness	Date signed