



Human Resource Planning & Provisioning Services

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REQUEST FOR INFORMATION

Make a cross in the appropriate block to indicate your choice (x).

Information user's name		Surname & Initials		Persal No	
Organisation / Directorate / District					
Telephone Number		Fax Number			
Mobile Number		E-Mail			
Date of request	dd..../mm.../yyyy.....	Date by which the information is required	dd..../mm...../yyyy.....		
Manner in which the information should be communicated to you		Faxed	E-Mail	Collect at the Office	
Please indicate below exactly the description of report required:					
Period					
Current Date		From: dd..../mm...../yyyy.....	To: dd..../mm...../yyyy.....		
Please indicate below why is this report needed:					

Signature: _____

Please note: Some requests may take three to fourteen days to complete due to the fact that some information is downloaded on persal or may require a Systems Change Control (SCC) request from National Treasury. According to the Protection of Personal Information (Act no. 4 of 2013) Persal data is classified as confidential and should be treated as such. The information contained in these reports are confidential and must be treated in compliance to all relevant security protocols.

FOR OFFICE USE ONLY	
Date received:	
Request No:	
Request Finalized Date:	
Date submitted:	
Submitted by:	

