



ANNEXURE 1: FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000) - [Regulation 10]

1. Particulars of private body

2. Particulars of person requesting access to the Record (Authorised Requester)

The particulars of the person who requests access to the Record must be given below.
The address, telephone/ fax number or electronic mail address in the Republic to which the information is to be sent must be given.
Proof of the capacity in which the Request is made, if applicable, must be attached.

2.1. Full Names and Surname:

Identity Number:

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2.2. Postal Address:

Telephone
Number: ()

E-mail
Address:

2.3. Capacity in which Request is made, when made on behalf of another person (Please attach any proof of your capacity, if available):

3. Particulars of person on whose behalf Request is made

This section must be completed ONLY if a Request for information is made on behalf of another person.

3.1. Full Names and Surname:

3.2. Identity Number:

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3.3. Particulars of Record:

Provide full particulars of the Record to which access is requested, including the reference number if that is known to you, to enable the Record to be located.
If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The Requester must sign all the additional folios.

3.4. Description of the Record or relevant part of the Record:

3.5. Reference number, if available:

3.6 Any further particulars of the Record:

4. Fees

- A Request for access to a Record, other than a Record containing personal information about you will be processed only after a Request fee has been paid.
- You will be notified of the amount payable as the Request fee.
- The fee payable for access to a Record depends on the form in which access is required and the reasonable time required to search for and prepare a Record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

4.1 Reason for exemption of payment of the fee (if any):

5. Form of access to Record

If you are prevented by a disability to read, view or listen to the Record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the Record is required.

Disability:		Form in which Record is required:	
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Mark the appropriate box with an X.

NOTES:

- Compliance with your Request in the specified form may depend on the form in which the Record is available.
- Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- The fee payable for access to the Record, if any, will be determined partly by the form in which access is requested.

If the Record is in written or printed form:

	Copy of Record*		Inspection of Record
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If Record consists of visual images
(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	View the images		Copy of the images*		Transcription of the images*
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If Records consists of Records, words or information which can be reproduced in sound:

	Listen to the soundtrack (Audio cassette)		Transcription of soundtrack* (Written or printed)
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If Record is held on computer or in an electronic or machine - readable form:

	Printed copy of Record		Printed copy of information derived from the Record*		Copy in computer readable form * (USB drive or compact disc)
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If you requested a copy or transcription of a Record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO

6. Particulars of right to be exercised or protected

If the space is inadequate, please continue on a separate folio and attach it to this form.
The Requester must sign all the additional folios.

6.1. Indicate which right is to be exercised or protected:

6.2. Explain why the requested Record is required for the exercising or protection of the aforementioned right:

7. Notice of decision regarding Request for access

You will be notified in writing whether your Request has been approved/ denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your Request.

7.1. How would you prefer to be informed of the decision regarding your Request for access to the Record?

Signed at _____ on this _____ day of _____ 20____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE 2: FEES PAYABLE

1. Copy of manual.

The fee for a copy of the manual is R1,10 for every photocopy of an A4-size page or part thereof.

2. Reproduction fees

The fees for preparation of Records referred to in regulation 11(1) are as follows:

	Rand
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on:	
Compact disc	70,00
USB drive	70,00
For a transcription of visual images, for an A4-size page or part thereof	40,00
For a copy of visual images	60,00
For a transcription of an audio Record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00

3. Request fee

The Request fee payable by a Requester, other than a personal Requester, referred to in Regulation 11(2) is R50,00.

4. Access fees

The access fees payable by a Requester referred to in regulation 11(3) are as follows:

	Rand
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on -	
USB drive	70,00
Compact disc	70,00
(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(iii) For a transcription of an audio Record, for an A4-size page or part thereof	20,00
To search for and prepare the Record for disclosure for each hour or part of an hour reasonably required for such search and preparation	30,00

5. For purposes of section 22(2) of the Act, the following applies:

Six hours as the hours to be exceeded before a deposit is payable; and One third of the access fee is payable as a deposit by the Requester. The actual postage is payable when a copy of a Record must be posted to a Requester.