



Request for Access Form

Request for Access to Records of Private Body

(Section 53(1) of the Promotion of Access to Information Act, (No 2 of 2000))

(Regulation 10)

A. Particulars of Private Body

The Personal Information Officer: Tsebo Solutions Group (Pty) Ltd in respect of _____ (specify company, if applicable).

B. Particulars of Person requesting access to the record

The particulars of the person who requests access to the records must be recorded below. Furnish an address and/or fax number in the Republic to which information must be sent. Proof of the capacity in which the request is made, if applicable, must be attached.

Full Name and Surname:			
Identity Number:			
Postal Address:			
Telephone Number:		E-Mail Address:	

Capacity in which request is made, when made on behalf of another person:



C. Particulars of person of whose behalf request is made:

This section must be completed only if a request for information is made on behalf of another person

Full Name and Surname:	
Identity Number:	

D. Particulars of Record:

- a) 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 please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of the Record or relevant part of the record:

2. Reference number, if available:

Any further particulars of the record:

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E. Fees:

- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- b) You will be notified of the amount required to be paid as the request fee.
- c) 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.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

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

F. Form of Access to the 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

Mark the appropriate box below with an "X"



NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) 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.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
	Copy of record *			Inspection of record	
2. If the record consists of visual images: <i>(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>					
	View the images		Copy of the images *	Transcription of the images*	
3. If the record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio cassette)			Transcription of soundtrack *(written or printed document)	
4. If the 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* (stiffy or compact disc)	
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.				Yes	No
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.					
In which language would you prefer the record?					

G. 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.



How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20____

Signature of requester/person on whose behalf request is made:

Annexure C – Fee Schedule

Fee Schedule

Fees for Reproduction

For every photocopy of an A4 page or part thereof	R1.80
For every printed copy of an A4 page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For a copy in a computer readable form on stiffy disc	R7.50
For a copy in a computer-readable form on compact disc	R70.00
For a transcription of visual images per A4 page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record per A4 page or part thereof	R20.00
For a copy of an audio record	R30.00

Request Fee

For a person requesting access to information other than a personal requester i.e. a requester seeking access to a record containing personal information about the requester.	R50.00
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Search Fee

Per hour or part thereof required searching for and preparing the record for disclosure.	R30.00
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Deposit

A deposit of one third of the access fee is payable as a deposit if the search for a record requires more than six hours.