

STANDARD FORM TO BE COMPLETED REQUEST FOR ACCESS TO RECORDS OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000 [Regulation 6])

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

**Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 2]**

Request received by	Reference number:
(state rank, name and surname of information officer/deputy information officer) on	
(date) at	(place).
Request fee (if any) : R	
Deposit (if any) : R	
Access fee : R	
.....	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer / Deputy Information Officer

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.....
.....

B. Particulars of person requesting access to the record

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

Full Name and Surname :

Identity Number :

Postal Address :

Contact Number :

E-mail Address :

Fax Number :

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

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C. Particulars of person 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 for 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
- (b) If the provide space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record

2. Reference number, if available:

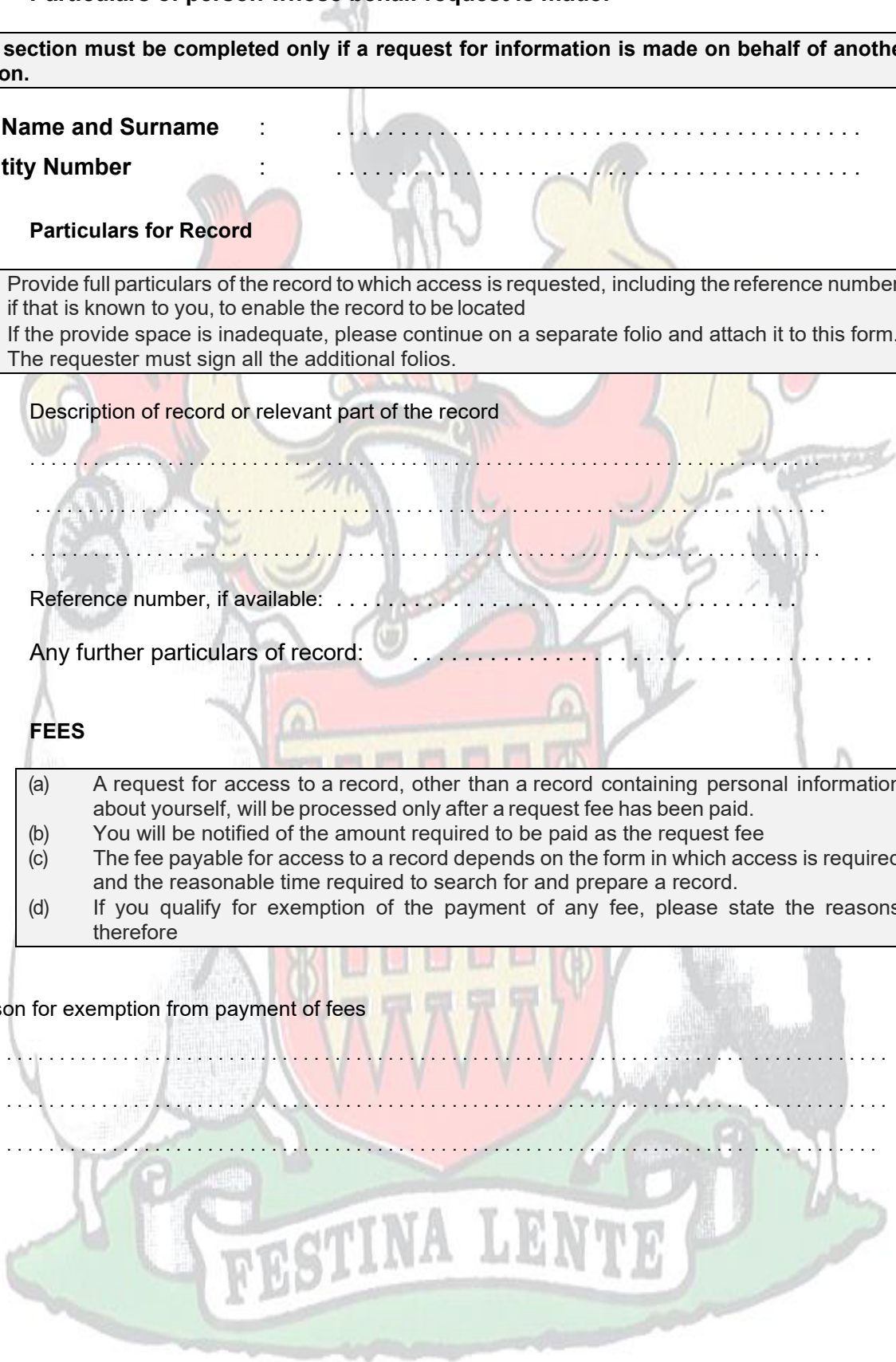
3. Any further particulars of record:

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 reasons therefore

Reason for exemption from payment of fees

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F. 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

a)	<i>Your indication as to the required form of access depends on the form in which the record is available</i>
b)	<i>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.</i>
c)	<i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>

1. If the record is in writing or printed form:

Copy of record		Inspection of record	
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2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the image		Copy the image		Transcription of the images
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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)	
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4. 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 (stiffy or compact disc)	
* If requested a copy or transcription or a record (above), do you wish to 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 thereof 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 to access to the record?

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SIGNED AT THIS DAY OF 20

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Signature of Requestor / Person on who's Behalf Request Is Made

