

# ANNEXURE A

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

[Regulation 10]

### A. Particulars of private body

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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 given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: .....

Identity number: .....

Capacity: .....

Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail address: .....

### C. 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.

Full names 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.
- (b) 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.

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

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2. Reference number, if available:

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3. Any further particulars of 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.

**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 below, state your disability and indicate in which form the record is required.

Disability: ..... Form in which record is required: .....

Mark the appropriate box with an X.

| 1. If the record is in written or printed form:                                                                                                 |                                                    |                          |                                                               |                          |                                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------|---------------------------------------------------------------|--------------------------|-------------------------------------------------------------|-----------------------------|
| <input type="checkbox"/>                                                                                                                        | Copy of Record                                     | <input type="checkbox"/> | Inspection of record                                          |                          |                                                             |                             |
| 2. If record consists of visual images (this includes photographs, slides, video recordings, computer - generated images, sketches, etc.):      |                                                    |                          |                                                               |                          |                                                             |                             |
| <input type="checkbox"/>                                                                                                                        | View the images<br>transcription of the<br>images* | <input type="checkbox"/> | Copy of the<br>images*                                        | <input type="checkbox"/> | Transcription of the images*                                |                             |
| 3. If record consists of recorded words or information which can be reproduced in sound:                                                        |                                                    |                          |                                                               |                          |                                                             |                             |
| <input type="checkbox"/>                                                                                                                        | Listen to the soundtrack<br>(audio cassette)       | <input type="checkbox"/> | Transcription of soundtrack*<br>(written or printed document) |                          |                                                             |                             |
| 4. If record is held on computer or in an electronic or machine - readable form:                                                                |                                                    |                          |                                                               |                          |                                                             |                             |
| <input type="checkbox"/>                                                                                                                        | Printed record of copy                             | <input type="checkbox"/> | Printed copy of<br>information derived<br>from the record     | <input type="checkbox"/> | Copy in computer readable<br>form* (stiffy or compact disk) |                             |
| *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). |                                                    |                          |                                                               |                          | <input type="checkbox"/> YES                                | <input type="checkbox"/> NO |

**G. Particulars of right to be exercised or protected**

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.

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

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2. Explain why the record requested is required for the exercise or protection of the afore mentioned right:

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**H. 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?

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Signed at ..... this day..... of .....year .....

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**Signature of Requester / person on whose behalf request is made**