**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**

The Head:

**B. Particulars of person requesting access to the record**

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| 1. *The particulars of the person who requests access to the record must be given below.* 2. *The address and/or fax number in the Republic to which the information is to be sent must be given.* 3. *Proof of the capacity in which the request is made, if applicable, must be attached.* |

Full names and surname:

Identity number:

Postal address:

Telephone number: Fax number:

E-mail address:

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

**C. Particulars of person on whose behalf request is made**

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| *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**

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| 1. *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.* 2. *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:

2. Reference number, if available:

3. Any further particulars of record:

**E. Fees**

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| *(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 the exemption.* |

Reason for exemption from payment of fees:

**F. Form of access to record**

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| *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.* |

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| Disability:  Form in which record is required: |

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| *Mark the appropriate box with an* ***X.***  *NOTES:*   1. *Compliance with your request in the specified form may depend on the form in which the record is available.* 2. *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.* 3. *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.* |

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| **1.**  **If the record is in written or printed form:** | | | | | |
|  | copy of record\* |  | inspection of record | | |
| **2.**  **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\* |
| **3.**  **If 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 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?  **Postage is payable**. | | | | YES | NO |

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

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

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

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

**H. Notice of decision regarding request for access**

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| *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 on this day of 2 .

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SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE