

FORM 1
REQUEST FOR A COPY OF THE GUIDE
 [Regulation 3]

TO: The Information Regulator
 P.O. Box 31533
 Braamfontein
 2017
 E-mail address: inforeg@justice.gov.za
 Tel number: +27 (0) 10 023 5200

I,

Full names:				
In my capacity as (mark with "x"):	Information Officer		Other	
Name of private body (if applicable)				
Postal address:				
Street address:				
E-mail address:				
Facsimile:				
Contact numbers:	Tel (B):		Cellular:	

hereby request the following copy(ies) of the guide:

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

FORM 2
REQUEST FOR ACCESS TO RECORD
[Regulation 7]

(Section 53(1) of the Promotion of Access to Information Act 2 of 2000)

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: [INSERT FULL NAME]

(Address)

E-mail address:	
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Mark with an "X"

☐

request is made in my own name

☐

request is made on behalf of another person

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity on which request is made (when on behalf of another person):			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel (B):		Facsimile:
	Cellular:		

PARTICULARS OF RECORDS REQUESTED	
<i>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 page and attach it to this form. All additional pages must be signed.</i>	
Description of record or relevant part of the record:	
Reference number, if available:	

Any further particulars of record:	

TYPE OF RECORD	
<i>(Mark the applicable box with an "X")</i>	
record is in written or printed form	
record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
record consists of recorded words or information which can be reproduced in sound	
record is held on a computer or in an electronic, or machine-readable form)	

FORM OF ACCESS	
<i>(Mark the applicable box with an "X")</i>	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS	
<i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail information (including soundtracks if possible)	
Cloud share/ file transfer	
Preferred language: <i>(Note that if the record is not available in the language that you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXECUTED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for the exemption.</i>
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of requester/ person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
request received by: <i>(state rank, name and surname of Information Officer)</i>	
Date received:	
Access fee:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE 2:**FEES**

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/ printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual Images	
7.	Transcription of an audio record per A4-sized page	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed a total of:	R435.00
10.	Deposit: If search exceeds six hours	One third of the amount per request calculated in terms items 2. to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.