



Request for Access to Record of Private Body Form

(Section 53(1) of the Promotion of Access to Information Act, 2 of 2000) [Regulation 10]

Particulars of Private Body

The Head

Particulars of person requesting access to the record

The particulars of the person who requests access to the record must be given below.

The address and/or fax number in the Republic to which the information is to be sent must be given.

Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname

ID

Postal and code

Tel

Fax

Email

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

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

ID

Particulars of record

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 folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record

Reference number, if available
Any further particulars of record

Fees

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.

You will be notified of the amount required to be paid as the request fee.

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.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees

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

Compliance with your request in the specified form may depend on the form in which the record is available. 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. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested. Please choose the best option regarding how you prefer your access to the required information:

If the record is in written or printed form?	Copy of record *	Inspection of record	
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 *
If record consists of recorded words or information which can be reproduced in sound?	Listen to the soundtrack (audio recording)	Transcription of the soundtrack (written or printed document) *	
If record is held on computer or in an electronic or machine-readable form?	Printed copy of record *	Printed copy of information derived from record *	Copy in computer readable format *
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)?	I would like it posted (I understand postage is payable)		No I don't want it posted

Particulars of right to be exercised or protected

Indicate which right is to be exercised or protected

Particulars of right to be exercised or protected

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

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?

Declaration

The information contained herein is true and correct.

Signed at

Date

Signature of requester / person on whose behalf request is made