

**ANNEXURE 1: REQUEST FOR ACCESS TO RECORD OF A PUBLIC BODY**

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

a. Particulars of public body**ATTENTION**

The Information Officer/Deputy Information Officer

b. Particulars of the person requesting access to record

- a) *The particulars of the person who requests access to the record must be given below.*
 - b) *Furnish an address and/or fax number in the Republic to which the information is to be sent, or 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:

Postal address:

Telephone number: _____ **Fax number:**

Email address:

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

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

Provide full particulars of the record to which access is requested, including the reference number if it is known, to enable the record to be located.

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

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

2. Reference number, if available:

3. Any further particulars of the record:

e. Fees

- a) *A request for access to a record, 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 access fee payable for the access to a record depends on the form in which access is required and the reasonable time required to search for and prepare the record.*
- d) *If you qualify for the exemption of the payment of any fee, please state the reason for exemption.*

Reason for the exemption from payment of fees:

c. Form of access to record

<i>If you are prevented by 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</i>			
Disability:		Form in which the record is required:	
<i>Mark the appropriate box with an X.</i> NOTES: a) Your indication as to the required form of access depends on the form in which the record is available. b) 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 c) The fee payable for the access to the record, if any, will be determined partly by the form in which access is requested			
1. If the record is in written or printed form:			
	Copy of record		Inspection of record
2. If the 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 of the transcription to be posted to you? A postal fee is applicable	YES	NO
<i>Note that if the record is not available in the language of your choice, access may be granted in the language in which the record is available</i>		
In which language do you prefer the record?		

d. Notice of decision regarding request for access

<i>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 the request</i>

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this day of _____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

FOR CGS USE

Reference Number: _____

Request received by _____

(name and surname of information officer/ deputy Information officer) on the

_____ (date) at _____ (place).

Request fee (if any): R _____

Deposit fee (if any) R _____

Access fee R _____

SIGNATURE DEPUTY INFORMATION OFFICER