

## PAIA : RECORDS REQUEST FORM

<b>A. Particulars of Private Body</b>	
The Head:	
<b>B. Particulars of person requesting access to the record</b>	
(i) The particulars of the person who requests access to the record must be recorded below.	
(ii) Furnish an address and/or fax number in the Republic to which information must be sent.	
(iii) Proof of the capacity in which the request is made, if applicable, must be attached.	
Full names & surname:	
Identity number:	
Postal address:	
Fax number:	
Telephone number:	
Email address:	
Capacity:	
<b>C. Particulars of person on whose behalf request is made</b>	
This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.	
Full names & surname:	
Identity number:	
<b>D. Particulars of Record</b>	
(i) Provide full particulars of the record to which access is requested, including the reference number if that is known to you.	
(ii) If the provided space is inadequate, please continue on a separate page and attach to this form. Please sign any additional pages.	
Description of record:	
Reference number:	
Any further particulars:	

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**E. Fees**

(i) 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.

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

(iii) 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.

(iv) If you qualify for exemption of the payment of any fee, please state the reason therefor.

Reason for exemption:

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**F. Form of access to record**

Financial Statements

If you are prevented by a disability to read, view or listen to the record in the form of access provided hereunder, please state your disability and indicate in which form the record is required

Disability:

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Form in which required:

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Mark the appropriate box with an "X".

(i) Your indication as to the required form of access depends on the form in which the record is available.

(ii) Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form.

(iii) The fee payable for 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 record consists of visual images:	
▪ view the images	
▪ copy of the images	
▪ transcription of the images	
3) If the record consists of recorded words or information which can be reproduced in sound:	
▪ listen to the soundtrack	
▪ transcription of the soundtrack	
4) If the record is held on computer or in an electronic or machine-readable form:	
▪ printed copy of record	
▪ copy in computer readable form	
Please indicate the preferred method of delivery	
▪ By hand	
▪ Email	
▪ Post	
▪ Fax	
<b>G. Particulars of right to be exercised or protected</b>	
If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.	
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:	
<b>H. Notice of decision regarding the request for access</b>	
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 your request	

How would you prefer to be informed of the decision regarding your request for access to the record?
<b>I. Signature page</b>
Signed at:
Date:
Signature of Requester / Person on whose behalf request is made:

### PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requester is required to pay a preliminary request fee before a request will be processed.
- If the preparation of the record requested requires more than the prescribed hours (six), an additional deposit. shall be paid (of not more than one third of the access fee which would be payable if the request was granted).
- A requestor may lodge an application with a court against the render / payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.
- The fee structure is also available on the South African Human Rights Commission's website at [www.sahrc.org.za](http://www.sahrc.org.za)

No.	Description	Fee
1.	The fee for a copy of the manual as contemplated in regulation 9(2)(c), for every photocopy of an A4-size page or part thereof.	R1.10
2.	The fees for reproduction referred to in regulation 11(1) are as follows:	-
	a) For every photocopy of an A4 size page or part thereof	R1.10
	b) For every printed copy of an A4 size page or part thereof held on a computer or in electronic	R0.75
	c) For a copy in a computer-readable form on stifty disc	R7.50
	d) For a copy in a computer-readable form on compact disc	R70.00
	e) For a transcription of visual images, for an A4 size page or part thereof	R40.00
	f) For a copy of a visual image	R60.00
	g) For a transcription of an audio record	R20.00

	h) For a copy of an audio record	R30.00
3.	The request fee payable by a requester, other than a personal requester, referred to in regulation	R50.00
4.	The request fee payable by a requester, other than a personal requester, referred to in regulation	-
	a) For every photocopy of an A4 size page or part thereof	R1.10
	b) For a printed copy of an A4 size page or part thereof held on a computer or in electronic	R0.75
	c) For a copy in a computer readable form on stiffy disc	R7.50
	d) For a copy in a computer readable form on compact disc	R70.00
	e) For a transcription of visual images, for an A4 size page or part thereof	R40.00
	f) For a copy of a visual image	R60.00
	g) For a transcription of an audio record, for A4 size page or part thereof	R20.00
	h) For a copy of an audio record	R30.00
5.	The actual postage fee is payable when a copy of a record must be posted to a requester	-
6.	For purposed of section 54(2) of the Act, the following applies:	-
	a) Six hours as the hours to be exceeded before a deposit is payable	-
	b) One third of the access fee is payable as a deposit by the requester	-