

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]

1. Particulars of private body

Name of private body:	
Industry:	
Registration number:	
VAT registration number:	
Postal address:	
Physical address / Place of business:	
Telephone:	
E-mail address:	
Website:	

2. Request to be addressed to: The Information Officer / Deputy Information Officer:

Information Officer:	
Email:	
Telephone Number:	
Deputy Information Officer:	
Email:	
Telephone Number:	

3. Particulars of person requesting access to the record

Full names and surname	
Identity number	
Postal address	
Fax number	
Telephone number	
Email address	
Capacity in which request is made, when made on behalf of another person	

4. Particulars of person on whose behalf request is made

- 4.1 This section must only be completed if a request for information is being made on behalf of another person.

Full names and surname	
Identity number	

5. Particulars of record

- 5.1 The requestor must provide full particulars of the record to which access is requested, including any reference number if that is known to the requestor, to enable the record to be located. You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

6. Fees

- 6.1 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. Macadamias South Africa NPC will, upon receipt of your request, notify you 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.

7. Form of access to record

7.1 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	

7.2 Compliance with your request in the specified form may depend on the form in which the record is available.

7.3 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.

7.4 The fee payable for access to the record, if any, will be determined partly by the form in which access is requested. Mark the appropriate box with an X

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*

If you requested a copy or transcription of a record, do you wish the copy or transcription to be posted to you? (Postage is payable)	Yes	No
If record is held on computer or in an electronic or machine-readable form, do you wish the copy or transcription to be posted to you? (Postage is payable)	Yes	No

8. Particulars of right to be exercised or protected

8.1 You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.

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	

9. Notice of decision regarding request for access

9.1 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.

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

How would you prefer to be informed of the decision regarding your request for access to the record?	
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Signed at _____ on this _____ day
of _____ 20____

Signature of requester / person on whose behalf request is made	
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End

Annexure B

Prescribed fee tariff

1. General

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

- 1.1 A requester is required to pay the prescribed fees (R50.00) before a request will be processed;
- 1.2 If the preparation of the record requested requires more than the prescribed hours determined by Macadamias South Africa NPC's Information Officer, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 1.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 1.4 Records may be withheld until the fees have been paid. Payments should be made to the business account of Macadamias South Africa NPC, the particulars of which account details will be made available to a requestor upon lodging a request for access to information.

2. Fees in respect of Private Bodies

- 2.1 The fee for a copy of the Manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
- 2.2 The fees for reproduction referred to in regulation 11(1) are as follows:

For every photocopy of an A4-size page or part thereof	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For a copy in a computer-readable format	R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00

- 2.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

2.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

For every photocopy of an A4-size page or part thereof	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For a copy in a computer-readable format	R70.00
For a transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00

2.5 To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

2.6 For purposes of section 54(2) of the Act, the following applies:

5 hours as the hours to be exceeded before a deposit is payable; and
One third of the access fee is payable as a deposit by the requester.

2.7 Postage fees are payable when a copy of a record must be posted to a requester.

End

