

## Appendix A : Access Request Forms

(Section 53(1) of the Promotion of Access of Information Act, 2000 (Act No 2 of 2000)

(Regulation 10)

### Particulars of Private Body

Requests can be submitted either via post or email and should be addressed to the relevant contact person as indicated below:

#### Privacy Officer

Contact Person: Gerhard van Vuuren  
Physical Address: Suite 301/2, 3rd Floor, Pam Golding on Main, 323 Main  
Road, Kenilworth, 7708, Cape Town, South Africa  
Phone Number: 021 795 5487  
Email: gvanvuuren@sabias.co.za

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### Particulars of Person Requesting Access to the Record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or email address in the Republic to which the information is to be sent must be given.
- (c) Proof of capacity in which request is made, if applicable, must be attached.

**Full names and surname** :  
**Identity number** :  
**Postal address** :  
**Telephone number** :  
**Email address** :

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

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### Particulars of Person Requesting Access to the Record (if a legal entity)

- (a) The particulars of the entity who requests access to the record must be given below.
- (b) The address and/or email address in the Republic to which the information is to be sent must be given.
- (c) Proof of capacity in which request is made, if applicable, must be attached.

**Name of entity** :  
**Registration number** :  
**Postal address** :  
**Telephone number** :  
**Email address** :

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**Particulars of Person on whose behalf request is made**

This section must ONLY be completed if a request for information is made on behalf of another person.

**Full names and surname** :  
**Identity number** :

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**Particulars of Record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if it is known to you, to enable the record to be requested.
- (b) If the provided space is inadequate, please use a separate folio and attach it to this form. Please sign additional folios.

**Description of record of relevant part of the record:**

**Reference number (if available)** :  
**Any further particulars of record** :

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**Fees**

- (a) 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.
- (b) You will be notified of the amount to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

**Reason for exemption of payment of fees:**

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**Form of access to a record**

**Form in which record is required**

**Mark the appropriate box with an X NOTES**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case, you will be informed whether access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If record is in written or printed form:**

- Copy of record**                       **Inspection of record**

**2. If record consists of visual images**

- View images**     **Copy images**     **Transcription of images**

**3. If the record consists of recorded information that can be reproduced in sound:**

- Listen to the soundtrack**     **Transcription to the soundtrack**

**4. If the record is held on computer or in an electronic or machine-readable form (this includes photographs, slides, video recordings, computer generated images, sketches, etc)**

- Printed copy of record**     **Printed copy of information derived from record**     **Printed copy of information derived from record**

**If you requested a copy or transcription of a record (above) do you request a copy of the transcription to be posted to you? Postage is payable**

- Yes**                       **No**

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record:

**In the event of a disability**

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability	Form in which record is required
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## **PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all folios.

- 1. Indicate the right to be exercised or protected:**
  - 2. Explain why the record requested is required for the exercise or protection of the aforementioned right:**
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## **NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

You will be notified in writing whether your request has been approved or 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?**

Signed at \_\_\_\_\_ on this day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
SIGNATURE OF  
REQUESTER/PERSON ON WHOSE  
BEHALF REQUEST IS MADE

### Checklist for submission of request

#### **Your must:**

- Complete all necessary spaces
- Sign the access request form
- Sign additional folios completed

#### **Send with this application:**

- The request fee (if not personal requester)
- Any additional documents completed
- Copy of Identity Document (certified)

## Appendix B : Prescribed Fees

These prescribed fees below were published by the Minister of Justice and Constitutional Development in the Government Gazette No. 23119, General Notice No. 187 of 15 February 2002, and are set out as follows:

<b>Access fees for reproduction</b>	<b>Fee (VAT incl)</b>
Each photocopy of A4 sized part or a part thereof	R1.10
Each photocopy of A4 sized page or part thereof held on a computer or in electronic or machine-readable form	R0.75
Copy of a computer readable memory stick	R7.50
Copy of a computer readable compact disc	R70.00
Transcript copy of visual images of an A4 sized page or part thereof	R40.00
Copy of visual images	R60.00
Transcription of an audio record on an A4 sized page or part thereof	R20.00
Copy of the audio record	R30.00
Times reasonably spent to locate a record and preparation for the disclosure or part thereof	R30.00 per hour
<b>Request fees</b>	
Access to a record containing personal information of the requester	Free
Any other access to a record as a public body made by a requester and another person other than the requester	R50.00
<b>Postal fees</b>	
Postage of a record to the Requester	R9.75
Courier of a record to the Requester	R99.00
<b>Appeal fees</b>	
Lodging an appeal to Sabvest upon refusal for the request	R50.00

Value-Added Tax (VAT), as required by the Value-Added Tax Act of 1991.