

**ANNEXURE A**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18 (1) of the Promotion of Access to Information Act, 2000)

(Act No. 2 of 2000)

**(Regulation 6)**

**FOR DEPARTMENTAL USE**

**Reference number:**

Request received by \_\_\_\_\_ state rank, name and surname of  
information officer/deputy information officer) on \_\_\_\_\_ (date) at  
\_\_\_\_\_ (place).

Request fee ( if any): R.....

Deposit (if any): R.....

Access fee: R.....

..... SIGNATURE OF INFORMATION OFFICER / DEPUTY  
INFORMATION OFFICER.

**A Particulars of public body**

The information Officer/ Deputy Information Officer:

**B Particulars of person requesting access to the record**

*(a) The particulars of the person who request access to the record must be given below.*

*(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.*

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

Full name 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:

### **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**

*(a) 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.*

*(b) 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.***

**1 Description of record or relevant part of record:**

**2 Reference number. If available:**

**3 Any further particulars of record:**

### **E 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 required 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 from payment of fees:

**F. 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 below, state your disability and indicate in which form the record is required.*

Disability		Format in which record is required			
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable</p>					

for access to the record, if any, will be determined partly by the form in which access is requested.					
<b>1. If the record is in written or printed form:</b>					
	Copy of record*		Inspection of record		
<b>2. If record consist of visual images –</b> (this includes photographs, slides, video recordings, computer generated images, sketches, etc.					
	View the images		Copy the images*		Transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound::</b>					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine – readable form:</b>					

	Printed copy of record		Printed copy of information derived from the record*		Copy in computer readable form * (stiffy, Compact Disc or memory stick)
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>	YES	NO			
<i>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.</i>					
In which language would you prefer the record?					

**G. Notice of decision regarding request for access**

*You will be notified 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?

Signed at ..... this..... day of ..... 20.....

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**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST  
IS MADE**