

REQUEST FOR ACCESS TO A RECORD OF IMBOBO APP NPC

(Section 53(1) of the Promotion of Access to Information Act 2 of 2000)

A. Particulars of private body	
Contact details:	
Chief Executive Officer (as defined in the Act):	
Information Officer:	
Postal address:	
Physical address:	
Phone number:	
Fax number:	
E-mail address:	

B. Particulars of person requesting access to the record	
<p><i>(a) The particulars of the person who requests access to the record must be recorded below.</i></p> <p><i>(b) Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.</i></p> <p><i>(c) Proof of identity is required from both the requester and any person or any party acting on behalf of the requester. The original identity document or such other proof satisfactory to the Chief Executive Officer or Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.</i></p> <p><i>(d) If the request is made on behalf of another person, proof of the capacity in which the request is made, is also to be presented with this request.</i></p>	



DETAILS OF REQUESTER:

Surname:

Full names:

Identity number:

Postal address:

Telephone number:

Fax number:

E-mail address:

If a request is made on behalf of another person the requester is obliged to identify him/herself and to provide proof of the mandate under which the request is made, to the satisfaction of the Information Officer.

C. Particulars of person on whose behalf request is made

Surname:

Name:

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.

(c) The requester's attention is drawn to the grounds on which the private body must or may refuse access to a record (in certain instances this may be mandatory, in others it may be discretionary):

(1) Mandatory protection of the privacy of a third party who is a natural person (human being);

(2) Mandatory protection of commercial information of third party;

(3) Mandatory protection of certain confidential information of a third party;

(4) Mandatory protection of the safety of individuals, and the protection of property;

(5) Mandatory protection of records privileged from production in legal proceedings;

(6) Commercial information of a private body;

(7) Mandatory protection of research information of a third party and a private body.



E. Description of record or relevant part of the record	
Category	Description of record

F. Fees
<p><i>(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 (currently R50.00) has been paid.</i></p> <p><i>(b) If the prescribed request fee is amended you will be notified of the amount required to be paid as the request fee.</i></p> <p><i>(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.</i></p> <p><i>(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.</i></p>

The requester qualifies for an exemption in payment of fees (mark the appropriate box)		Yes	No
Reason			



G. 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 hereunder, state your disability and indicate in which form the record is required.			
Disability:			
Form in which record is required?			
<p>Mark the appropriate box with an "X"</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends 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 for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
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 the 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 the record is held on computer or in an electronic or machinereadable form -			
	printed copy of record*		printed copy of information derived
			copy in computer readable format*



* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable	Yes	No
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H. Particulars of right to be exercised or protected

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. Indicate which right is to be exercised or protected

2. Explain why the requested record is required for the exercising or protection of the aforementioned right:

I. Notice of decision regarding request for access

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?

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Signed at _____ this _____ day of _____ 20 _____

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



Prescribed Fees

6.1 REPRODUCTION FEES

The applicable fees (excluding VAT) for reproduction as referred to above are:

Description	Amount (R)
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	R 0.75
For a copy in a computer readable form: Compact disc	R 70.00
A transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
A transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00

6.2 REQUEST FEE

A request fee of R50.00 (excluding VAT) is payable upfront where a requestor submits a request for access to information on anybody else other than a requestor.

6.3 ACCESS FEE

The applicable fees (excluding VAT) which will be payable are:

Description	Amount (R)
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	R 0.75
For a copy in a computer readable form: Compact disc	R 70.00
A transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
A transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
To search a record that must be disclosed, per hour or part of the hour	R 30.00

6.4 POSTAGE FEE

Where a copy of the record needs to be posted the actual postal fee is payable in addition to the applicable fees.

