

**Name of Organization : Dimensional  
Metrology SA cc**

**CIPC Registration Number: 1991/027324/23**

**MANUAL in terms of Section 51 of  
The Promotion of Access to  
information Act 2 of 2000 (the  
"ACT")**

**Date of Compilation: 1<sup>st</sup> Day of December, 2015**



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## **1. Introduction**

Dimensional Metrology SA cc conducts business as a trader of engineering cutting tools. We are an authorized dealer of Azol-Gas, Cromwell, Master, Mitutoyo, Starrett, Tohatsu among other brands. Our Close Corporation Registration number is 1991/027324/23.

The Promotion of Access to Information Act No. 2 of 2000 was enacted to give effect to the constitutional right to any information that is held by another person and that is required for the exercise or protection of any rights as well as to provide for matters connected henceforth.

This manual will assist with the procedure to follow when requesting or accessing information held by Dimensional Metrology SA cc, in terms of the Act.

It is significant to note that Dimensional Metrology SA cc, will ammend this manual each time material changes take place. Such changes will always be submitted to the South African Human Rights Commission and updated accordingly on our website.

## **2. Company Contact Details (Section 51 (1) (a))**

Duly authorized persons :

**Members :**  
Mr Alvis Owen Ferris (Managing Member)  
Mrs Marilyn Marjorie Ferris (Operations)

Mr Alvis Owen Ferris is the Managing Member. In terms of Promotion of Access to Information Act, Mr Alvis Owen Ferris is the Information Officer.

**Postal Box** : P O Box 15051, Edenpark, Alberton, 1455  
**Street Address** : 60 Charl Cillers Avenue, Alberton, 1456  
**Telephone Number** : +27 (011) 869 4388  
**National Telephone** : 086 111 2117  
**Fax** : +27 (011) 869 2492  
**E-mail** : [alvis1@telkomsa.net](mailto:alvis1@telkomsa.net)  
[alvis.ferris@dmsacc.co.za](mailto:alvis.ferris@dmsacc.co.za)  
**Website** : [www.dmsacc.co.za](http://www.dmsacc.co.za)

**3. The Promotion of Access to Information Act (Section 51(1)(b))**

a) The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

b) Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

c) Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details are :

Postal address : Private Bag 2700, Houghton, 2041  
Telephone Number : +27-11-877 3600  
Fax Number : +27-11-403 0625  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)

**4. Applicable Legislation (Section 51 (1) (c))**

No.	Reference	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 69 of 1984	Close Corporation Act
8	No. 25 of 2002	Electronic Communications Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

**5. Schedule of Records (Section 51 (1) (d) )**

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
<b>Marketing</b>	<b>Customer Database</b> <b>Market Strategy</b> <b>Policy Documents</b> <b>Product Sales Records</b> <b>Field Records</b> <b>Performance Records</b> <b>Sales Records</b> <b>Pricing Policy</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Financial</b>	<b>Financial Statements(Company)</b> <b>Tax Records (Company)</b> <b>Payroll(Members &amp; Employees)</b> <b>Tax Records(Employees)</b> <b>Asset Register</b> <b>Management Accounts</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Human resources</b>	<b>Employee Files</b> <b>Employment Contracts</b> <b>Pension Fund Records</b> <b>Tax Compliance Records</b> <b>Compensation Records</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Legal Records</b>	<b>Statutory Records</b> <b>Records kept in terms of IFRS</b> <b>Agreements and Contracts</b> <b>CCMA Records</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Operational Records</b>	<b>Minutes of all meetings</b> <b>Policy Documents</b> <b>Supplier Policy/Strategy</b> <b>Supplier List</b> <b>Members' Records</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Communication</b>	<b>Media Releases</b> <b>Product Information</b> <b>Business Contact Details</b> <b>News and Publications</b> <b>PAIA Manual</b> <b>Organizational Structure</b>	<b>All Freely available on website :</b> <b>www.dmsacc.co.za</b>

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<b>Financial</b>	<b>Financial Statements(Company)</b> <b>Tax Records (Company)</b> <b>Payroll(Members &amp; Employees)</b> <b>Tax Records(Employees)</b> <b>Asset Register</b> <b>Management Accounts</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
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<b>Legal Records</b>	<b>Statutory Records</b> <b>Records kept in terms of IFRS</b> <b>Agreements and Contracts</b> <b>CCMA Records</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
<b>Operational Records</b>	<b>Minutes of all meetings</b> <b>Policy Documents</b> <b>Supplier Policy/Strategy</b> <b>Supplier List</b> <b>Members' Records</b>	<b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b> <b>Request in terms of PAIA</b>
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**6. Form of Request (Section 51 (1) (e) )**

To facilitate your request, kindly:

- a) Use the prescribed form available on the website of the South African Human Rights Commission, at [www.sahrc.org.za](http://www.sahrc.org.za)
- b) Address your request to the Head of the Company, Mr Alvis Owen Ferris. Reference is made to the Company contact details as provided.
- c) Provide sufficient details to enable the Company to identify:
  - \* The record(s) requested;
  - \* The requester (and if an agent is lodging request, proof of capacity);
  - \* The form of access required;
  - \* (1)The postal address or fax number of requester in the Republic;
  - (2)If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - \* The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

**7. Prescribed Fees (Section 51 (1) (f) ). (See attached Fee schedule and prescribed Form C)**

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

- a) A requestor is required to pay the prescribed fees (R50.00) before a request is processed;
- b) If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- c) A requestor may lodge an application with the court against the tender/payment of the request fee and /or deposit;
- d) Records may be withheld until fees have been paid.
- e) The fees structure is available on the website of the South African Human Rights Commission, at [www.sahrs.org.za](http://www.sahrs.org.za).

Signed at.....Abbeon.....this 10.....day of.....December.....2015



.....  
Signature of Managing Member





REPUBLIC OF SOUTH AFRICA

**FORM C**  
**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]**

**A. Particulars of private body**  
The Head:

**B. 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 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 names and surname: .....

Identity number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: .....

Telephone number: (.....) ..... Fax number: (.....) .....

E-mail 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 the 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:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(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.	
(c) The fee payable 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 consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>				
	view the images		copy of 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 or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

**G. 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 record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....

H. 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 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 ..... year .....

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





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*Regulation Gazette*

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9

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2001

No. 22125



AIDS HELPLINE: 0800-123-22 Prevention is the cure

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**GOVERNMENT NOTICE**  
**GOEWERMENTSKENNISGEWING**

**DEPARTMENT OF JUSTICE**  
**DEPARTEMENT VAN JUSTISIE**

No. R. 223

9 March 2001

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**  
**REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO**  
**INFORMATION**

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

**SCHEDULE**

**Definition**

1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates -

"the Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

**Form of request**

2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

**Fees for records of public body**

3.(1) The fee for reproduction, referred to in section 15(3) of the Act, is as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40

(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	5,00
	(ii) compact disc	40,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
	(ii) For a copy of an audio record	17,00

(2) The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R 35,00.

(3) The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.	

(4) The actual postal fee is payable when a copy of a record must be posted to a requester.

- (5) For purposes of section 22(2) of the Act the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a deposit by the requester.

#### Form of request

4. A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

#### Fees for records of private body

5.(1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

(2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R 50,00.

(3) The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for the record for disclosure, R 30,00 for each hour or part of an hour reasonably required for such search.	

(4) The actual postal fee is payable when a copy of a record must be posted to a requester.

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

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

#### Notice of internal appeal

6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

#### Appeal fees

7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R 50,00.



**Value-added tax**

8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

**Commencement**

9. These regulations shall come into operation on 9 March 2001.



ANNEXURE

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 2]

<b>FOR DEPARTMENTAL USE</b>	
	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 requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail 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 the 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 therefor.*

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 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
_____	_____
_____	_____

Mark the appropriate box with an "X".

## NOTES:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (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.
- (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 the record is in written or printed form -

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*

## 3. If record consists of recorded words or information which can be reproduced in sound -

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	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 or compact disc)	
*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
<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 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? \_\_\_\_\_

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

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

**FORM B**

**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 4]

**A. Particulars of private body**

The Head:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Full names and surname: \_\_\_\_\_

\_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail 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 the 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 therefor.*

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 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____

Mark the appropriate box with an "X".

**NOTES:**

- (a) *Your indication as to the required form of access depends on the form in which the record is available.*
- (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.*
- (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 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* (stiffy or compact disc)
*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

G. 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_