



**MASERUMULE**

Consulting | Learning | Organisational Growth

*Where results matter*

# **PAIA MANUAL**

**(AS REQUIRED BY SECTION 51 OF ACT NO. 2  
OF 2000,  
PROMOTION OF ACCESS TO INFORMATION  
ACT)  
("THE ACT")**

Version 2: 18 December 2015

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## 1. INTERPRETATION

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention –

- 1.1. an expression which denotes -
  - 1.1.1. any gender includes the other genders;
  - 1.1.2. a natural person includes an artificial or juristic person and vice versa;
  - 1.1.3. the singular includes the plural and vice versa;
- 1.2. the following expressions shall bear the meanings assigned to them below and
  - 1.2.1. cognate expressions bear corresponding meanings -
  - 1.2.2. "**this document**" - this document together with all of its annexures, as amended from time to time;
  - 1.2.3. "**the company**" – Maserumule Consulting Learning Organisational Growth (Pty) Ltd;
  - 1.2.4. "**the Act**" - Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
  - 1.2.5. "**request liaison officer**" - the person duly authorised by the head of the company and appointed by the company to facilitate or assist the head of the company with any request in terms of the Act (may be referred to as "information officer").
- 1.3. any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;
- 1.4. if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this document;
- 1.5. where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;
- 1.6. where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day;

- 1.7. any reference to days (other than a reference to business days), months or years shall be a reference to calendar days, months or years, as the case may be;
- 1.8. the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.9. insofar as there is a conflict in the interpretation of or application of this document and the Act, the Act shall prevail;
- 1.10. this document does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/itself with the provisions of the Act before lodging any request with the company.

## 2. AIM

To facilitate the requests for access to records of the company as provided for in the Act.

## 3. DETAILS

**Full name:** Maserumule Consulting Learning Organisational Growth (Pty) Ltd

**Registration No. :** 2001/004653/07

**Postal address:** Post Box 3272

Tyger Valley

7536

**Physical address:** First Floor

Tijger Park 2

Willie van Schoor Avenue

Bellville

7530

**Telephone:** +27 21 914 3321

**Telefax:** +27 21 914 8513

**Website:** www.masconsulting.co.za

**Email:** [info@masconsulting.co.za](mailto:info@masconsulting.co.za)

#### **4. CONTACT DETAILS OF THE HEAD OF THE COMPANY AND REQUEST LIAISON OFFICER**

4.1. The chairperson and/or head of the company is Mr Ulrich Stander. His contact details are -

**Telephone:** (021) 914 3321

**Telefax:** (021) 914 8513

**Email:** ulrich@masconsulting.co.za

4.2. The request liaison officer is Mrs Bonita Conradie.

**Telephone:** (021) 914-3321

**Telefax:** (021) 914 8513

**Email:** bonita@masconsulting.co.za

#### **5. THE DESCRIPTION OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("THE COMMISSION") GUIDE ON HOW TO USE THE ACT**

5.1. The Commission has compiled a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act. It is available in all of the official languages.

5.2. The aforementioned guide has been developed in fulfilment of the Commission's obligation under section 10 of the Act which provides for the Commission to draft and compile a guide to assist people in using and understanding the Act to enable realization of their right of access to information.

5.3. The guide has been designed to be a guidance tool for individuals, communities and institutions, and is intended to be user friendly and accessible.

5.4. The guide provides individuals with all the information they need to access any records. It also lists contact details of the government departments and institutions that keep records for the state, as well as the contact details of various private companies.

- 5.5. As per paragraph 5.1 hereof, the guide is available in all official languages of South Africa: English, Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, isiSwati, Tshivenda and Xitsonga.
- 5.6. The copies of the guide can be found at all the Commission's provincial offices. In addition, electronic copies are available on the Commission's website ([www.sahrc.org.za](http://www.sahrc.org.za)) and on the websites of the Open Democracy Advice Center ("ODAC" – [www.opendemocracy.org.za](http://www.opendemocracy.org.za)) and the South African History Archives ("SAHA" – [www.saha.org.za](http://www.saha.org.za)).
- 5.7. Copies of the guide are also available in all official languages at the following offices:
- 5.7.1 office of the information officers of public bodies;
  - 5.7.2 all Magistrates' offices;
  - 5.7.3 all offices of the Department of Justice and Constitutional Development; and/or
  - 5.7.4 all post offices.
- 5.8. The guide is also to be made available free of charge for public inspection during office hours at the following places, many of which are defined under the Legal Deposits Act to be places where all South African publications must be made available:
- 5.8.1 at the office of the head of the national department responsible for government communication: Government Communications and Information Services;
  - 5.8.2 the library of Parliament, Cape Town;
  - 5.8.3 the South African Library, Cape Town;
  - 5.8.4 Natal Society Library, Pietermaritzburg;
  - 5.8.5 City Library Services, Bloemfontein;
  - 5.8.6 the National Film, Video and Sound Archives, Pretoria; and/or
  - 5.8.7 every tertiary education institution established by or under laws.
- 5.9. The contact details of the Commission are -
- |                                       |                   |                   |
|---------------------------------------|-------------------|-------------------|
| <b>Head Office (Johannesburg):</b>    | Tel: 011 877 3600 | Fax: 011 403 0625 |
| <b>Mpumalanga (Nelspruit):</b>        | Tel: 013 752 8292 | Fax: 013 752 6890 |
| <b>Eastern Cape (Port Elizabeth):</b> | Tel: 043 722 7828 | Fax: 043 722 7830 |
| <b>Northern Cape (Upington):</b>      | Tel: 054 332 3993 | Fax: 054 322 7550 |

<b>Free State (Bloemfontein):</b>	Tel: 052 447 1130	Fax: 051 447 1128
<b>North West (Rustenburg):</b>	Tel: 014 592 0694	Fax: 014 594 1089
<b>KwaZulu-Natal (Durban):</b>	Tel: 031 304 7323	Fax: 031 304 7323
<b>Western Cape (Cape Town):</b>	Tel: 021 426 2277	Fax: 021 426 2875
<b>Limpopo (Polokwane):</b>	Tel: 015 291 3500	Fax: 051 291 3505

5.11 For the physical addresses of all the aforementioned provincial offices, one can visit [www.sahrc.org.za](http://www.sahrc.org.za) to acquire same. Alternatively, contact the offices directly and they will assist in providing their respective physical addresses.

## **6. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## **7. RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EITHER EMPLOYEES ONLY OR THE GENERAL PUBLIC AND EMPLOYEES**

7.1. The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 10 -

- 7.1.1. personnel records are available to the employee whose file it is;
- 7.1.2. records of disciplinary hearings and related matters are available to the employee concerned;
- 7.1.3. the company's policies and procedures manual;
- 7.1.4. the company's document format manual.

7.2. The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph 10 -

- 7.2.1. the company's employment equity plan;
- 7.2.2. the company's skills development plan.



**8. RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(D) OF THE ACT**

The following records are not automatically available without a request in terms of the Act

8.1. all statutory returns -

- 8.1.1. VAT;
- 8.1.2. workmen's compensation;
- 8.1.3. UIF;
- 8.1.4. regional services levies; and
- 8.1.5. skills development levies.

8.2. documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of the Occupational Health and Safety Act No. 85 of 1993 and any other applicable environmental legislation.

**9. OTHER TYPES OF RECORDS HELD BY THE COMPANY AS CONTEMPLATED IN SECTION 51(1)(C)**

These records are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the head of a company must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual.

**9.1. Human Resources information**

- 9.1.1. Personnel information including personal information, employment history and health records that the company may hold from time to time.
- 9.1.2. Training and development information.
- 9.1.3. General files containing information on employee benefits and employee recruitment and selection information.

**9.2. Project management**

- 9.2.1. Building plans.

9.2.2. Information generally related to projects conducted by the company from time to time.

**9.3. Information technology**

9.3.1. Usage statistics.

9.3.2. Equipment details.

9.3.3. Costings of hardware and software.

**9.4. Catering**

9.4.1. Function records and related costings.

9.4.2. Stock sheets.

9.4.3. List of suppliers.

**9.5. Companies department**

Company secretarial records.

**9.6. Finance/Accounts department**

9.6.1. Financial records.

9.6.2. A list of the company's creditors and debtors.

9.6.3. Salary information.

9.6.4. Bank account information.

9.6.5. Fixed assets register.

**9.7. Marketing department**

9.7.1. Company brochures and publications.

9.7.2. Documents relating to public relation events.

9.7.3. Company media releases.

**9.8. Support services**

9.8.1. Delivery and collection sheets.

9.8.2. List of suppliers.

## 10. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY

### AVAILABLE

- 10.1. A request shall be made on the prescribed form. A copy of the form is attached marked annexure "A" ("**the prescribed form**"). The form is also available from the website of the Commission, or the website of the Department of Justice and Constitutional Development at [www.doj.gov.za](http://www.doj.gov.za).
- 10.2. The prescribed form shall be submitted to the request liaison officer at her address, telefax number or e-mail address, who shall hand it to the head of the company.
- 10.3. The same procedure as set out in 10.1 and 10.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 10.4. The head of the company, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 10.5. The requester will be notified of the decision of the head of the company or the request liaison officer in the manner indicated by the requester.
- 10.6. If the request is granted, the requester shall be informed by the head of the company or the request liaison officer in the manner indicated by the requester in the prescribed form.
- 10.7. Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of -
  - 10.7.1. the access fee to be paid for the information (in accordance with paragraph 11);
  - 10.7.2. the format in which access will be given; and
  - 10.7.3. the fact that the requester may lodge an appeal with a court of competent jurisdiction against the access fee charged or the format in which access is to be granted.
- 10.8. After access is granted, actual access to the record requested will be given as soon as reasonably possible.
- 10.9. If the request for access is refused, the head of the company or the request liaison officer shall advise the requester in writing of the refusal. The notice of refusal shall state -
  - 10.9.1. adequate reasons for the refusal;
  - 10.9.2. that the requester may lodge an appeal with a court of competent jurisdiction against the refusal of the request (including the period) for lodging such an appeal.

- 10.10. Upon the refusal by the head of the company or the request liaison officer, the deposit paid by the requester will be refunded.
- 10.11. If the head of the company or the request liaison officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 read together with section 56(1) of the Act, that the head of the company or the request liaison officer has refused the request.
- 10.12. The head of the company may decide to extend the period of thirty days ("**original period**") for another period of not more than thirty days if -
- 10.12.1. the request is for a large number of records;
  - 10.12.2. the search for the records is to be conducted at premises not situated in the same town or city as the head office of the company;
  - 10.12.3. consultation among divisions or departments, as the case may be, of the company is required;
  - 10.12.4. the requester consents to such an extension in writing; and
  - 10.12.5. the parties agree in any other manner to such an extension.
- 10.13. Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.
- 10.14. The requester may lodge an appeal with a court of competent jurisdiction against any extension or against any procedure set out in this section.

## **11. FEES PAYABLE**

- 11.1. The fees for reproduction of a record as referred to in section 52(3) are as follows-
- 11.1.1. for every photocopy of an A4 size page or part thereof R1,10;
  - 11.1.2. for every printed copy of an A4-size page or part thereof R0,75;
  - 11.1.3. for a copy of a compact disc R70,00;
  - 11.1.4. for a transcript of visual images for an A4 size page R40,00 for a copy of visual images R60,00;
  - 11.1.5. for a transcript of an audio record, for an A4-size page R20,00;
  - 11.1.6. for a copy of an audio record R30,00 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.

- 11.2. If the information officer or head of the company thinks that the collection and reproduction of the documents is going to take longer than six hours, he/she will inform the requester (by formal notice), that one third of the access fee is payable upfront as a deposit.
- 11.3. If the record is not provided in the form requested, the access fee that is charged to the requester will not exceed the fee that would have been charged if access was granted in the form requested. However, this rule does not apply when an alternative form is required because information had to be severed from the record.
- 11.4. Despite the aforementioned, there is a separate fee for requesting records in the amount of R50.00. If the requester is requesting access to his/her personal information, he/she is exempted from paying this particular fee. However, the requester will still be required to pay access fees as stipulated above.

## **12. INFORMATION OR RECORDS NOT FOUND**

- 12.1. If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then the head of the company or the request liaison officer shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.
- 12.2. The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the head of the company or the request liaison officer with every person who conducted the search.
- 12.3. The notice, as set out in 12.1, shall be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act.
- 12.4. If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form unless access is refused by the head of the company or the request liaison officer.
- 12.5. The attention of the requester is drawn to the provisions of Chapter 4 of Part 3 of the Act in terms of which the company may refuse, on certain specified grounds, to provide information to a requester.

## **13. INFORMATION REQUESTED ABOUT A THIRD PARTY**

- 13.1. Section 71 of the Act makes provision for a request for information or records about a third party.

- 13.2. In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 13.3. The attention of the requester is drawn to the provisions of Chapter 5 of Part 3 of the Act in terms of which the company is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the head of the company or the request liaison officer by referring the matter to the High Court.

#### **14. PROTECTION OF COMMERCIAL INFORMATION A THIRD PARTY**

- 14.1 The information officer will refuse access to information if releasing that information would cause harm to the commercial or financial interests of the business such as:
- 14.1 trade secrets;
  - 14.2 financial, commercial, scientific, research or technical information about a third party which, if released, would cause harm to the third party; and/or
  - 14.3 information which had been supplied in confidence to the third party.

#### **15. PROTECTION OF CONFIDENTIAL INFORMATION**

- 15.1. The information officer will refuse access to a record if the release of the record will amount to a breach of duty of confidence owed to a third party in terms of an agreement or contract.

#### **16. PROTECTION OF SAFETY OF INDIVIDUAL AND PROPERTY**

- 16.1. The information officer will refuse access to a record if the disclosure of the record could reasonably be expected to compromise the safety of an individual or property. This section has a right of privacy aspect to it as it considers the personal life of an individual and their property.

#### **17. PROTECTION OF INFORMATION IN LEGAL PROCEEDINGS**

- 17.1 The purpose of this section is to protect information required in legal and law enforcement processes. This section recognizes other legislation governing certain categories of information. In the case of this section the Criminal Procedure Act 51 of 1977 is

recognized as the law governing records pertaining to bail proceedings and other law enforcement procedures. Also, it applies to records that are privileged from production. In other words, records that are not available to anyone else, other than the person who has the privilege access to those records, for example an attorney who has client privilege. Any record subject to that relationship between an attorney and his/her client are protected under section 40 of the Act.

## **18. PROTECTION OF RESEARCH INFORMATION**

18.1 The information officer will refuse access to records which contain information relating to research which is or will be undertaken by the company or a third party. This refusal to access to information is in circumstances where the disclosure of record will expose the research of the third party or company, the individual or institution carrying out the research, or the subject matter of the research to a serious disadvantage.

## **19. SOUTH AFRICA'S DEFENCE, SECURITY AND INTERNATIONAL RELATIONS**

19.1 The information officer shall consider whether the request for information relates to information about the security of South Africa. The information officer may refuse a request if she can prove that it will compromise the safety of South Africa.

## **20. UPDATING OF MANUAL**

The company may update this manual every six months or at such intervals as may be necessary.

**Document and annexures approved by:**

A handwritten signature in black ink, appearing to read 'Ulrich Stander', with a long horizontal stroke extending to the right.

**Ulrich Stander**  
**Director**  
**18 December 2015**

**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 fee (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 the 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:

Fax number: +27 (0)21 914 3321

Telephone number: +27 (0)21 914 8513-

E-mail: \_\_\_\_\_@masconsulting.co.za

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 the record or relevant part of the record:
- 2) Reference number, if available:
- 3) Any further particulars of the 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 the 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 the exemption of the payment of any fee, please state the reason for exemption.*

Reason for the exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by disability to read, view of 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) *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 the 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 the 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?

**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 do 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

\_\_\_\_\_

SIGNATURE OF REQUESTER / PERSON ON WHO'S BEHALF REQUEST IS MADE

**FORM B**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**[Regulation 8]**

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**B. Particulars of requester/third party who lodges the internal appeal**

- (a) *The particulars of the person who lodge the internal appeal must be given below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail:

Capacity in which an internal appeal on behalf of another person is lodged:

**STATE YOUR REFERENCE NUMBER:** \_\_\_\_\_

**C. Particulars of requester**

*This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.*

Full names and surname:

Identity number:

**D. The decision against which the internal appeal is lodged**

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

Refusal of request for access.

Decision regarding fees prescribed in terms of section 22 of the Act.

Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act

Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester.

Decision to grant request for access

**E. Grounds for appeal**

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

**F. Notice of decision on appeal**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

**State the manner:**

**Particulars of manner:**

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

\_\_\_\_\_  
SIGNATURE OF APPELLANT

**FOR DEPARTMENTAL USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on \_\_\_\_\_ (date) by

\_\_\_\_\_  
(state rank, name and surname of information officer/deputy information

officer). Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on

\_\_\_\_\_(date) to the relevant authority.

**OUTCOME OF APPEAL:**

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER  
CONFIRMED/NEW

DECISION SUBSTITUTED

NEW DECISION:

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM  
THE

RELEVANT AUTHORITY ON (date): \_\_\_\_\_

**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 public body**

The Head:

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

- (d) *The particulars of the person who requests access to the record must be recorded below.*
- (e) *The address and/or fax number in the Republic to which information must be sent.*
- (f) *Proof of the capacity in which the request has been made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail:

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**

- (g) *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.*
- (h) *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 the record or relevant part of the record:
  - 2) Reference number, if available:
  - 3) Any further particulars of the record:

**E. Fees**

- (a) *A request for access to a record other than 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 the 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 the exemption of the payment of any fee, please state the reason for exemption.*

*Reason for the exemption from payment of fees:*

**F. Form of access to record**

*If you are prevented by disability to read, view of 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) *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 the access to the record, if any, will be determined partly by the form in which access is requested.*

**5. If the record is in written or printed form:**

copy of record\* inspection of record

**6. If the 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\*

**7. 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)

**8. 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?

**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 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHO'S BEHALF REQUEST IS MADE