

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]

Particulars of private body

The name and postal or street address, fax number or e-mail address of the head of the private body from which information is requested must be stated below.

The Head: _____

Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Contact telephone number: _____

E-mail: _____

Capacity in which the request is made (when on behalf of another person): _____

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: _____

Their identity number: _____

Particulars of record

- 1. 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.*

2. *If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

Description of record or relevant part of the record: _____

Reference number/s (if available): _____

Any further particulars of record: _____

Fees

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief*

Reason for exemption from payment of fees: _____

Form of access to record

Indicate the appropriate choice with an "X".

NOTES:

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *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.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

If the record is in written or printed form:

- Copy of record*
- Inspection of record

If record consists of visual images: (this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

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

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)

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 disk)

REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

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

Particulars of right to be exercised or protected

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

Indicate which right is to be exercised or protected: _____

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

Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. 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 _____ on this _____ day of
_____ 20_____

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE