



Document Name	PAIA Manual
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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended);
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

2. PURPOSE OF MANUAL

This manual is published in accordance with Section 51 of PAIA which requires organisations to compile a manual as a guide to requesters of information.

This manual serves to:

- 2.1 indicate the categories of records held by a Stokker & Associates cc and the availability of such records;
- 2.2 provide the public with a sufficient understanding of how to make a request for access to a record of Stokker & Associates cc, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 provide a description of the records of the body which are available in accordance with any other legislation;
- 2.4 provide access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 provide a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 inform the public as to the personal information Stokker & Associates cc processes, the purposes thereof, the categories of data subjects relating thereto, the recipients or categories of recipients to whom the personal information may be supplied, and whether



or not Stokker & Associates cc plans to conduct transborder flows of personal information and

- 2.7 describe the appropriate security measures implemented by Stokker & Associates cc to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION HELD BY STOKKER & ASSOCIATES cc

3.1. Information Officer

Name: Andrew John Stokker
Tel: 082 326 3508
Email: andrew@stokker.co.za

3.2. Deputy Information Officer

Name: Sharon Diogo
Tel: 042 293 1006
Email: admin@stokker.co.za

3.3 Access to information general contacts

Email: popia@stokker.co.za

3.4 Main Office

Postal Address: 12 Lootspark Crescent
Pellsrus
Jeffreys Bay, EC
6330

Physical Address: 12 Lootspark Crescent
Pellsrus
Jeffreys Bay, EC
6330

Telephone: 082 326 3508

Email: admin@stokker.co.za

Website: www.stokker.co.za



4. GUIDE ON PAIA

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-
 - 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
 - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1. an internal appeal;

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*



- 4.3.6.2. a complaint to the Regulator; and
 - 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
 - 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the Stokker & Associates cc and the Regulator during normal working hours.
- 4.5. The Guide can also be obtained-
- 4.5.1. upon request to the Information Officer;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”



5. RECORDS HELD BY STOKKER & ASSOCIATES

5.1 Records that are automatically available

5.1.1 At this stage no notices have been published by the regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA

5.1.2 The records that are located on Stokker & Associates cc website however, are automatically available and are freely accessible to any person requesting this information. It is therefore not necessary to apply for access thereto in terms of PAIA. The website address is referred to in 3.4 above

5.2 Records held by Stokker & Associates in accordance with other legislation

Stokker & Associates cc is required in accordance with legislation to retain certain records for the purposes of PAIA. These include, but are not limited to, the following:

- 5.2.1 Basic Conditions of Employment Act 75 of 1997
- 5.2.2 Companies Act 71 of 2008
- 5.2.3 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 5.2.4 Electronic Communications and Transactions Act 36 of 2005
- 5.2.5 Employment Wquity Act 55 of 1998
- 5.2.6 Financial Intelligence Centre Act 38 of 2001
- 5.2.7 Income Tax Act 58 of 1962
- 5.2.8 Labour Relations Act 66 of 1998
- 5.2.9 Occupational Health and Safety Act 85 of 1993
- 5.2.10 Pension Funds Act 24 of 1956
- 5.2.11 Skills Development Act 9 of 1997
- 5.2.12 Skills Development Levy Act 9
- 5.2.13 Unemployment Insurance Act 63 of 2001
- 5.2.14 Value Added Tax Act 89 of 1991

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

5.3 Other types of records held by Stokker & Associates cc

The table below contains a description of the types of records / subjects on which Stokker & Associates cc holds, and the categories held on each subject. These records are not automatically available without a request in terms of PAIA. A request made in terms of PAIA for the records in any of the categories below may be refused in accordance with any grounds of refusal set out in PAIA



Subject	Description of records
<p style="text-align: center;">Statutory records</p>	<ul style="list-style-type: none"> - Company incorporation documents - Share register - Memorandum of Incorporation - Minutes of meetings of Corporation members - Records relating to the appointment of members
<p style="text-align: center;">Income Tax</p>	<ul style="list-style-type: none"> - Pay-As-You-Earn (PAYE) records - Documents issued to employees for income tax purposes - Records of payments made to SARS - Value Added Tax - Skills Development Levies - Unemployment Insurance Fund
<p style="text-align: center;">Labour relations records</p>	<ul style="list-style-type: none"> - Personnel documents and records - Employment contracts - Medical aid reports - Pension Fund reports - Disciplinary records - Salary records - Disciplinary code and/or procedures - Leave records - Training records - Address lists
<p style="text-align: center;">Finance</p>	<ul style="list-style-type: none"> - Receipts and payments - Bank statements - A list of the company's debtors and creditors - Budgets - Management accounts - Asset registers - Invoices - Salaried - Minutes of meetings - Correspondence



6. PROCESSING OF PERSONAL INFORMATION

6.1 Purpose of Processing Personal Information

- 6.1.1 The minimum conditions for lawful processing of Personal Information are provided in Chapter 3 of POPIA. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA
- 6.1.2 Stokker & Associates processes personal information in accordance with POPIA. In terms of our privacy policy, Stokker & Associates will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information.

6.2 Purpose for processing personal information by Stokker & Associates

- 6.2.1 Stokker & Associates will process your information in the ordinary course of the business of providing construction and related services
- 6.2.2 Stokker & Associates process personal information for a number of reasons, including –
 - 6.2.2.1 providing services requested
 - 6.2.2.2 managing relationships with clients
 - 6.2.2.3 managing dispute resolution
 - 6.2.2.4 creating and managing supplier relationships
 - 6.2.2.5 managing contracts, orders, deliveries, invoices and accounting
 - 6.2.2.6 sending quotations, estimates and invoices
 - 6.2.2.7 general human resources and finance functions including those obligations imposed by legislation
 - 6.2.2.8 recruitment and procurement processes
 - 6.2.2.9 for safety and security reasons in respect of CCTV footage from cameras when used on project sites
 - 6.2.2.10 to allow for proper functioning of the website which includes, amongst others, proper display of content and ensuring the website is safe and secure to protect against misuse

6.3 Categories of data subjects and types of personal information processed



- 6.3.1 Stokker & Associates processes personal information relating to our employees, clients, service providers, and visitors to our premises who may comprise potential clients, potential job candidates, potential suppliers and/or providers.
- 6.3.2 The types of personal information processed by Stokker & Associates is contained in our privacy policy

6.4 Disclosure of personal information to third parties

- 6.4.1 Stokker & Associates may disclose your personal information to third parties such as our associates and service providers, for legitimate business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements regarding confidentiality.
- 6.4.2 Should Stokker & Associates disclose your information to third parties, the latter will be obliged to use that personal information for the reasons and purposes the information was disclosed for.
- 6.4.3 Stokker & Associates may be obliged to disclose your personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights. This includes where we are required to disclose your personal information as a result of litigation being instituted by or against us.

6.5 Trans-border/Cross border flows of personal information

Should personal information be required to be transferred to a third party who is in a foreign/cross-border country to administer certain services, it will only be done subject to the provisions of POPIA.

6.6 Data Security

Stokker & Associates takes appropriate measures to ensure the confidentiality, integrity and availability of personal information in its possession. Appropriate technical and organisational measures are in place to ensure personal data remain confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

7. AVAILABILITY OF THE MANUAL



- 7.1 To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual as Annexure A. This request must be sent to the Information Officer at the addresses provided in paragraph 3.1
- 7.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable Form 1 (objection) or Form 2 (correction or deletion), which are attached to this Manual as Annexure B
- 7.3 The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested by the requestor. The requestor must indicate which form of access is required, identify the right he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.4 If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.
- 7.5 PAIA makes for provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

8. PAYMENT OF FEES

- 8.1 PAIA provides for 2 types of fees, namely –
 - 8.1.1 a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered, and
 - 8.1.2 an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- 8.3 If the search and preparation of disclosure of the record has been made, including arrangement to make it available in the requested form, requires more the hours prescribed in the regulations for this purpose, Stokker & Associates will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.



- 8.4 Stokker & Associates may withhold a record until the requester has paid the fee as indicated in Annexure C
- 8.5 A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 In terms of POPIA, a data subject has the right to request Stokker & Associates to confirm, free of charge, whether or it holds personal information about the data subject and request from Stokker & Associates the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 8.7 POPIA further provides that where the data subject is required to pay a fee for services provided to them, Stokker & Associates must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

9. 9. APPLICABLE TIME-PERIODS

- 9.1 Stokker & Associates will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 9.2 The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Stokker & Associates or the records are not located at Stokker & Associates' offices.

10. OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a Court against the refusal of the request.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 11.1 In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –
- 11.1.1 protection of privacy to a third party who is a natural person
- 11.1.2 protection of the commercial information of a third party



- 11.1.3 protection of certain confidential information of a third person
 - 11.1.4 protection of the safety of individuals and the protection of property
 - 11.1.5 protection of records privileged from production and legal proceedings
 - 11.1.6 the commercial information and activities of Stokker & Associates cc
 - 11.1.7 the protection of research information of a third party
 - 11.1.8 and any other ground legally available on which to refuse access to the information requested.
- 11.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated in terms of section 70 of PAIA.

12. REMEDIES FOR REFUSAL

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

13. AVAILABILITY OF THE MANUAL

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Stokker & Associates cc as contained in paragraph 3.2. The electronic version of this manual is available on Stokker & Associates cc website.

14. UPDATING OF THIS MANUAL

This manual will be reviewed and updated, if necessary, on a periodic basis.

Issued by

A J Stokker

Member



ANNEXURE A
FORM 2
REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

Email address: _____

Mark with an “X”

Request is made in my own name

Request is made on behalf of another person

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made (<i>when made on behalf of another person</i>)	
Postal Address	
Street Address	
E-mail Address	



Contact Numbers	Tel (B):	
	Cellular:	
Full names of person on whose behalf request is made (if applicable)		
Identity Number		
Postal Address		
Street Address		
Email Address		
Contact Numbers	Tel (B):	
	Cellular:	
PARTICULARS OF RECORD REQUESTED		
<p><i>Provide full particulars of the record to which access is requested, including the reference number is that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed)</i></p>		
Description of record or relevant part of the record		
Reference number, if available		
Any further particulars of record		



TYPE OF RECORD <i>(Mark the applicable box with an “X”)</i>	
Record is in written form	
Record comprises virtual images <i>(includes photographs, slides, video, computer-generated images, sketches)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an “X”)</i>	
Printed copy of record <i>(including copies of virtual images, and information held on a computer or in an electronic form)</i>	
Written or printed transcription of virtual images <i>(includes photographs, slides, video, computer-generated images, sketches)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud server	



MANNER OF ACCESS <i>(Mark the applicable box with an “X”)</i>	
Personal inspection of record at registered address of Stokker & Associates cc	
Courier services to street address	
Courier services to courier counter	
E-mail of information	
Cloud share/file transfer	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed)</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right	



FEES				
<p>a) A request fee must be paid before the request will be considered.</p> <p>b) You will be notified of the amount of the access fee to be paid.</p> <p>c) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.</p> <p>d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>				
Reason:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Electronic communication <i>(please specify)</i>

Signed at _____ this _____ day of _____ 20_____

Signature of requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of Information Officer)</i>	
Date received:	



Access fees:	
Deposit (if any):	

Signature of Information Officer



ANNEXURE B

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF
 THE PROTECTION OF PERSONAL INFORMATION ACT, 2013
 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 2(1)]

Note:

1. Affidavits or other documentary evidence in support of the objection must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Contact numbers:	
E-mail address	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if a natural person)</i>	
Residential, postal or business address:	
Contact numbers:	
E-mail address:	



Name of public or private body <i>(if not a natural person)</i>	
Business address:	
Contact number(s):	
E-mail address:	
C	REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20 _____

Signature of data subject (applicant)



FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR
DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS
OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

(ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 3(2)]

Note:

Affidavits or other documentary evidence in support of the request must be attached. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference Number.....

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.



A	DETAILS OF DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact numbers:	
E-mail address	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if a natural person)</i>	
Residential, postal or business address:	
Contact numbers:	
E-mail address:	
Name of public or private body <i>(if not a natural person)</i>	
Business address:	
Contact number(s):	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT / *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN THE POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. * delete which is not applicable (Please provide detailed reasons for the request)



ANNEXURE C
FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
--	--

OR

2. You requested:

Printed copies of the information (<i>including copies of virtual images, and information held on a computer or in an electronic form</i>)	
Written or printed transcription of virtual images (<i>includes photographs, slides, video, computer-generated images, sketches</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	



Copy of information saved on cloud server	
---	--

3. To be submitted:

Courier services to street address	
Courier services to courier counter	
E-mail of information	
Cloud share/file transfer	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: Flash-drive - To be provided by requestor	R40.00		
For a transcription of visual images per A4-size page	Outsourced and dependant on quotation of service provider		
Copy of visual images			
Transcription of an audio request	R25.00		
Copy of an audio record Flash-drive - To be provided by requestor	R40.00		
Postage, e-mail or any other electronic transfer	Actual costs		
TOTAL:			



5. Deposit payable (if search exceeds 6 hours):

Yes

No

Hours of search		Amount of deposit: <i>(calculated on one third of total amount per request)</i>	
-----------------	--	---	--

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference number: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

Information officer