

Form C

Request for Access to Records of a 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 of the Corporation, being: _____

B. Particulars of the Person Requesting Access to the Record(s)

- a) The particulars of the person who requests access to the record must be given below.
- b) The delivery address and/or facsimile address within the Republic of South Africa to which the information is to be sent must be provided.
- c) Proof of capacity in which the request is made must be led by evidentiary documentation and attached hereto.

Full Name: _____

South African Identity Number: _____

Postal Address: _____

Facsimile Number: +27 _____

Telephone Number: +27 _____

Email Address: _____

Description of Capacity: _____

C. Particulars of person on whose behalf request is made

- a) This part must be completed **if, and only if**, a request for information is made on behalf of another person.

Full Name: _____

South African 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 by you, to enable the record to be located.
- b) If the space below is inadequate please continue on a separate folio and attach it to this form, having noted that the requester ought to sign all additional folios so attached.

Description of Record or Relevant Part of the Record: _____

Reference Number, if available: _____

Any further particulars of record: _____

E. Fees

- a) A request for access to a record, other than one containing personal information about the requester, will be processed only after the appropriate fee has been paid, or is proved to have been paid.
- b) The requester 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 the access is required and the reasonable time required to search for and prepare a record.
- d) If the requester qualifies for exemption of the payment of any fee, the reason for such qualification ought to be given and substantiated below:

Reason for Exemption from Payment of Fees: _____

F. Form of Access to Record

- a) If the requester is prevented by a disability to read, view or listen to a record in the form of access provided for 1 to 4 hereunder, such disability ought to be stated and an alternative form of record presentation indicated.

Disability: _____

Required Form of Record: _____

- b) Compliance with the request in the specified form may depend on the form in which the record is available.
- c) Access in the form requested may be refused in certain circumstances. In such a case the requester will be informed of access will be granted in another form.
- d) The fee payable for access to a record, if any, will be determined partly by the form in which access is requested.
- e) Indicate the required form by use of an **X** rightly adjacent to the specified option below:

- 1) If the record is in a written or printed form:

Copy of the Record*		Inspection of the Record	
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- 2) If the record consists of visual images, including photographs, slides, video recordings, computer-generated images, sketches, inter alia:

View Images		Copy of the Images*	
Transcription of the Images*			

- 3) If the record consists of recorded words or information which can be reproduced in sound:

Listen to Soundtrack Audio Cassette		Transcription of Soundtrack, Written or Printed Document*	
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- 4) If the record is held on a 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*		
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- 5) If the request for in such a for form marked with a asterisk (*), indicate whether the information should be posted – note postage will be payable:

Post Information		Do Not Post Information	
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G Particulars of right to be exercised or protected

- a) If the space below is inadequate please continue on a separate folio and attach it to this form, having noted that the requester ought to sign all additional folios so attached

- 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

- a) The requester will be notified in writing whether their request has been approved or denied. If notification thereof ought to be made in another manner, please specify the manner and provide the necessary details to enable compliance therewith.

- 1) Alternative Manner of Notification of Outcome of Request: _____

Signed at _____, on this the _____ day of
_____ 20 _____

Signature of Requester / Person on Whose Behalf Request is Made