

REQUEST FOR ACCESS FORM (in terms of The Promotion of Access to Information Act)			
NAME OF THE COMPANY TO WHOM THE REQUEST IS MADE			
[Insert full name of company]			
PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE (IF APPLICABLE)			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF RECORDS REQUESTED			
REFERENCE (if applicable) :			
FORM OF ACCESS TO RECORD			
NOTES:			
The particulars of the person who requests access to the record must be given.			
a) The address and/or fax number in the Republic to which the information is to be sent must be given.			
b) Proof of the capacity in which the request is made, if applicable, must be attached.			
c) Compliance with your request in the specified form may depend on the form in which the record is available.			
d) 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.			
e) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
f) 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.			
g) If the provided space is inadequate, please continue on a separate folio and attach it to this form.			
h) The requester must sign all the additional folios.			
(Mark the appropriate shaded box with an X.)			
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 the record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack		Transcription of soundtrack*(written or printed)
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 transactions to be posted to you?			YES NO
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 above, state your disability and indicate in which form the record is required.			
Disability			
Form in which record is required:			
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED			
EXPLANATION OF WHY RECORD IS REQUIRED FOR EXERCISE OR PROTECTION OF ABOVEMENTIONED RIGHT			
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.			
FEES			
(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.			
(b) You will be <i>notified of</i> the amount required to be paid as the request fee.			
(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.			
(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.			
SIGNATURE			
Signed at		Date	
Signature of the Requester			