



22 Sloane St,
Bryanston,
Sandton, 2191

ANNEXURE A – FORM 1

REQUEST FOR ACCESS TO RECORD FORM

Note:

- (1) Proof of identity must be attached by Requester.
- (2) If request is made on behalf of another person, proof of such authorisation, must be attached to this form

To:

Email address:

Mark with an "X"

☐	Request is made in my own name
☐	Request is made on behalf of another person

B. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD

Full name and surname	
Identity number	
Telephone number	
Fax number	
E-mail address	



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Postal address	
Physical address	
Capacity in which request is made, when made on behalf of another person:	

C. PARTICULARS OF PERSON OF WHOSE BEHALF THE REQUEST IS MADE

<i>This section must be completed only if a request for information is made on behalf of another person</i>	
Full name and surname	
Identity number	



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D. PARTICULARS OF RECORD

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. If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.

Description of record or relevant part of the record

Reference number (if available)

Any further particulars of record



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E. FEES

- (a) A request for access to a record, other than a record containing PI about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount of 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.

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in below, 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:

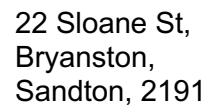
- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case, you will be informed if access will be granted in another form.
- (c) The fee payable for 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
	Transcription of the images*
	Copy of the images*
3. If the 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 the 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)
5. If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	



A postal fee is payable.			
	YES		NO

<i>If the provided space is inadequate, please continue of a separate folio and attach it to this form.</i> 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 right:



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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 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

ANNEXURE B**PRESCRIBED FEES**

REPRODUCTION FEES	
For every photocopy of an A4-size page or part thereof	R1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
A transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00
REQUEST FEES:	
Where a requester submits a request for access to personal information held by the StokFella (Pty) Ltd on a person other than the requester himself/herself, a request fee in the amount of R50.00 is payable upfront before StokFella (Pty) Ltd will further process the request received.	
ACCESS FEES:	
An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of PAIA or an exclusion is determined by the Minister in terms of Section 54 (8).	
The applicable access fees which will be payable are:	
For every photocopy of an A4-size page or part thereof	R1.10



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For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
A transcription of visual images, for an A4-size page or part thereof	R40.00
For a copy of visual images	R60.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00
To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search.)	R30.00
Where a copy of a record needs to be posted	The actual postal fee is payable.

DEPOSITS:

Where the FirstRand group receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request believes the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to one third of the amount of the applicable access fee.

NOTE:

In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.