
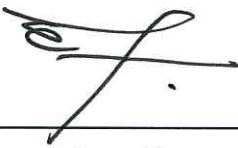
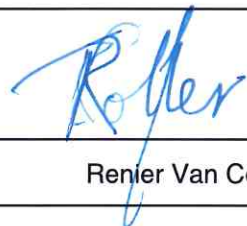



COMPILED / REVISED	REVIEWED	AUTHORISED
		
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DATE 26 March 2015	DATE 26 March 2015	DATE 26/3/2015
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Dave Cossins		
QA Representative		
DATE 29/3/2015		

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PAIA MANUAL

Prepared for

LESEDI NUCLEAR SERVICES (PTY) LTD

a private company incorporated with limited liability according to the company laws of the Republic of South Africa with registration number 2001/014604/07

In accordance with

SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

March 2015

Revision 0

A copy of the manual will be available for inspection at Lesedi Nuclear Services Head Office and is available on the company website at www.lesedins.co.za

TABLE OF CONTENTS		
ITEM	TOPIC	PAGE NUMBER
1.	INTRODUCTION	3
2.	INTERPRETATION AND DEFINITION	3-4
3.	AVAILABILITY OF THIS MANUAL	4
4.	WHO MAY REQUEST ACCESS TO THE INFORMATION	4
5.	THE STRUCTURE, FUNCTIONS AND CONTACT DETAILS OF LESEDI NUCLEAR SERVICES (PTY) LTD	4-5
6.	CONTACT DETAILS OF LESEDI INFORMATION OFFICER	6
7.	SAHRC GUIDANCE TO REQUESTERS ON HOW TO USE THE ACT	6
8.	POLICY WITH REGARD TO CONFIDENTIALITY AND ACCESS TO INFORMATION	7
9.	CATERGORY OF LESEDI RECORDS	7-10
9.1	Records Automatically Available Without Request (Section 51(1)(c))	7
9.2	Records Available In Terms Of Any Other Legislation (Section 51(1)(d))	7-8
9.3	Subject And Categories Of Records Held By Lesedi (Section 51(1)(e))	8-10
10.	HOW TO REQUEST ACCESS TO RECORDS HELD BY LESEDI	11-13
11.	 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS AND APPEAL	14
12.	APPEALS AGAINST DECISIONS	14
13	ATTACHMENTS:	14
13.1	Annexure 1: Prescribed Access Request Form	15-19
13.2	Annexure 2: Prescribed Fees Structure	20-21

1 INTRODUCTION

Section 32(1)(a) of the Constitution of the Republic of South Africa Act, No. 108 of 1996 (“the Constitution”) provides that everyone has a right of access to any information held by the State and any information held by another person that is required for the exercise and/or protection of any rights.

The Promotion of Access to Information Act, No.2 of 2000 (“PAIA” or “the Act”) is the national legislation which was enacted to foster a culture of transparency and accountability by giving effect to the section 32 constitutional right of access to information, thus affording all South Africans the right to have access to records held by the state, government institutions and private bodies.

In terms of section 51 of the Act private bodies are required to publish a manual to assist requesters who wish to request access to a record.

This document serves as the Lesedi Nuclear Services (Pty) Ltd information manual (“the Manual”) and provides reference to the information and/or records held by Lesedi Nuclear Services (Pty) Ltd (“Lesedi”) and the process to request access to such records.

In accordance with Section 51 of PAIA, this Manual contains the following information:

- Structure, functions and contact details of Lesedi Nuclear Services (Pty) Ltd;
- Name and contact details of the Information Officer;
- Categories of records that are held by Lesedi;
- Procedure that needs to be followed and criteria that have to be met by a requester to request access to a record; and
- The fees charged for access to and copies of the information requested.

2 INTERPRETATION AND DEFINITIONS

Unless the context clearly indicates otherwise, the following terms in this Manual shall have the meanings assigned to them hereunder, namely:

“the Act”:	means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time.
“PAIA”:	means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time.
“the Constitution”:	Constitution of the Republic of South Africa Act, No. 108 of 1996.
“Manual”:	means this manual published in compliance with Section 51 of the Act.
“Lesedi”:	Lesedi Nuclear Services (Pty) Ltd, registration number 2001/014604/07.
“Information Officer”:	means the person acting on behalf of Lesedi Nuclear Services (Pty) Ltd and discharging the duties and responsibilities assigned to the “head” of Lesedi Nuclear Services (Pty) Ltd by the Act. The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the “head” of Lesedi Nuclear Services (Pty) Ltd.
“Request”:	means a request for access to a record of Lesedi Nuclear Services (Pty) Ltd.
“Requester”:	any person, including, but not limited to a public body or an official thereof, making a request for access to a record of Lesedi and includes any person acting on behalf of that person.

“Personal Requester”	a person who requests a record about himself/herself.
“Agent Requester”	a person requesting a record on behalf of someone else.
“Third Party Requester”	a person requesting a record about someone else.
“Record”:	any recorded information regardless of form or medium in the possession or under the control of Lesedi, whether or not it was created by Lesedi.
“Third Party”	Any person other than the requester.
“SAHRC”:	means the South African Human Rights Commission.

3 AVAILABILITY OF THIS MANUAL

A copy of this Manual is available to the public in the following ways:

- Lesedi’s website at www.lesedins.co.za; or
- Lesedi’s head office at the address set out in section 5 below; or
- The South African Human Rights Commission (“SAHRC”) at the address set out in section 5 below; or
- On request from the Information Officer referred to in in this Manual.

This Manual is also available for inspection during office hours, at no cost, at Lesedi’s head office.

This Manual will be updated from time to time, as and when required.

4 WHO MAY REQUEST ACCESS TO INFORMATION

In term of section 50(1) of the Act, any person/entity (requester) is entitled to access to a record of a private body, if the record is required for the exercise or protection of any rights.

A requester may act in different capacities in making a request for a record, namely a requester may make a request as:

- A personal requester who requests a record about him/herself;
- An agent requester who requests a record on behalf of someone else;
- A third party requester, who requests a record about someone else; and
- A public body
 - A public body may make a request for access to a record of a private body for the exercise or protection of any rights other than its rights, only if it’s acting in the public interest.

5 THE STRUCTURE, FUNCTIONS AND CONTACT DETAILS OF LESEDI NUCLEAR SERVICES (PTY) LTD

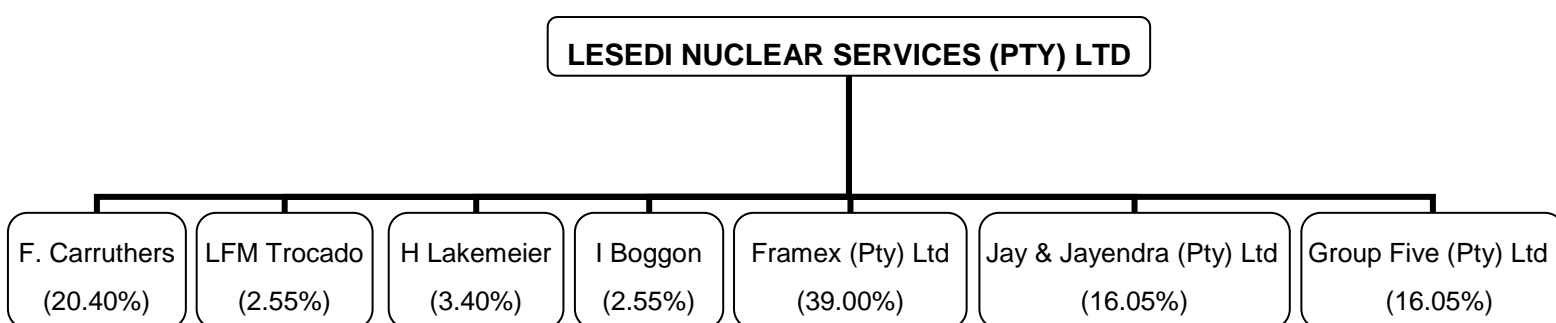
Lesedi Nuclear Services (Pty) Ltd (“Lesedi”), a private company incorporated with limited liability according to the company laws of the Republic of South Africa with registration number 2001/014604/07.

Lesedi is a leading South African EPC (Engineering, Construction and Construction) company providing project management, engineering, recurrent maintenance services and technical resources within the Power Industry, both in Africa and internationally.

Lesedi's competencies includes but not limited to the following:

- Project Management
- Construction Management
- Design Engineering
- Engineering Procurement and Construction (EPC)
- Specialised Shutdown Maintenance activities (global)
- Technical Personnel: skilled personnel a core competence within Lesedi
- Power Plant Construction
 - Nuclear, Gas Turbines, Coal Power Stations, Wind Turbines, Hydrogen Plants, Biomass.
- Quality Control and Documentation

Lesedi's current shareholding structure is reflected below:



Lesedi Nuclear Services (Pty) Ltd, is a private body as defined in the Act, with the following business contact details:

Name of Private Body	Lesedi Nuclear Services (Pty) Ltd
Registration No.	2001/014604/07
Physical Address	Lesedi House, 12 Edison Way, Century Gate, Century City, Cape Town, 7441, Western Cape, South Africa
Postal Address	PO Box 36640, Chempet, 7442
Telephone No	021 525 1300
Fax No	021 525 1333
Email	lesedi@lesedins.co.za
Website	www.lesedins.co.za

6 CONTACT DETAILS OF THE LESEDI INFORMATION OFFICER

In terms of the Act, Lesedi's Chief Executive Officer, Francis Carruthers, is the Information Officer for Lesedi Nuclear Services (Pty) Ltd. He has however elected to delegate his powers to the below mentioned designated Information Officer to handle all requests on Lesedi's behalf and ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

When making a request please direct it to the Information Officer, as detailed below:

Name of Private Body	Lesedi Nuclear Services (Pty) Ltd
Chief Executive Officer	Francis Carruthers
Information Officer	Grant Forrester
Department	Legal, Risk and Governance
Email Address	Grant.Forrester@lesedins.co.za
Tel	021 525 1300
Physical Address	Lesedi House, 6 Edison Way, Century Gate, Century City, Cape Town, 7441, Western Cape, South Africa
Postal Address	PO Box 36640, Chempet, 7442

7 SAHRC GUIDANCE TO REQUESTERS ON HOW TO USE THE ACT

In terms of section 10 of the Act, the South African Human Rights Commission ("SAHRC") is required to compile a guide to the Act to assist people in exercising their rights under the Act. A guide has been compiled in all of the official languages and is available from the SAHRC who may be contacted at:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Physical Address: Braampark Office Park, Forum 3

33 Hoofd Street

Braamfontein

Postal Address: Private Bag X2700

Houghton

2041

Website: www.sahrc.org.za

Telephone: 011 877 3803 / 011 877 3600 / 021 426 2277

Fax: 011 403 0625 / 403 0668 / 021 426 2875

E-Mail: paia@sahrc.org.za

8 POLICY WITH REGARD TO CONFIDENTIALITY AND ACCESS TO INFORMATION

Lesedi will protect the confidentiality of the information provided to it by third parties, subject to Lesedi's obligations to disclose information in terms of any applicable law or a court order requiring disclosure of the information. If access is requested to a record that contains information about a third party, Lesedi is obliged to reasonably attempt to contact this third party to inform them of the request.

This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied. In the event that the third party furnishing reasons for the support or denial of access, the Information Officer will consider these reasons in determining whether access should be granted, or not.

9 CATERGORY OF LESEDI RECORDS

9.1 RECORDS AUTOMATICALLY AVAILABLE WITHOUT REQUEST (SECTION 51(1)(C))

In terms of Section 52(2) of the Act, a private body may on a voluntary basis develop a list of information that is automatically available from the private body without having to make a formal request in terms of PAIA, referred to as a "*Section 52 notice or voluntary disclosure notice*".

Considering the automatic disclosure of certain records held by private companies is voluntary, a private company is not obliged to make such disclosure. If a private company chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

Lesedi has not published any notice in terms of section 52(2) of the Act, however the following records are automatically available at Lesedi's head office, at a prescribed fee for reproduction:

- News and other marketing information; and
- Brochures

9.2 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (SECTION 51(1)(D))

Records are kept in accordance with such other legislation as is applicable to Lesedi Nuclear Services (Pty) Ltd, which includes but is not limited to, the following legislation (if and to the extent applicable to Lesedi operations):

- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Broad-Based Black Economic Empowerment Act 2003
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health and Safety Act 85 of 1993
- Companies Act 71 of 2008
- Businesses Act 1991
- Protection of Businesses Act 99 of 1978

- Competition Act 89 of 1998
- Insolvency Act 24 of 1936
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- South African Revenue Services Act 34 of 1997
- Financial Intelligence Centre Act of 2001
- South African Revenue Services Act 1997
- Tax Administration Act 2011
- Finance Act 35 of 2000
- Inspection of Financial Institutions Act 80 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Pension Funds Act 1956
- Tax on Retirement Funds Act 38 of 1996
- National Energy Act 2008
- National Nuclear Regulator Act 1999
- Construction Industry Development Board (CIDB) Act 38 of 2000
- Preferential procurement policy framework Act 5, 2000
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Arbitration Act No. 42 of 1965
- Electronics Communications and Transactions Act 25 of 2002
- Promotion of Access to Information Act 2 of 2000
- Consumer Protection Act 68 of 2008

9.3 SUBJECT AND CATERGORIES OF RECORDS HELD BY LESEDI (SECTION 51(1)(E))

Lesedi keeps certain records in the conduct of its day to day business and as a matter of standard practice and good governance. The following subjects and categories of the records are held by Lesedi:

COMPANY RECORDS

- Certificate of Incorporation
- Certificate of Change of Name (If any)
- Memorandum of Incorporation
- Share certificates
- Register of directors and director's shareholding
- Minutes of Board of Director meetings
- Records relating to the appointment of directors/auditors etc.
- Company policies

FINANCE AND TAXATION

- Financial statements
- Annual financial statements
- Assets inventory
- Tax Returns
- Accounting Records
- Banking Records Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Invoices

HUMAN RESOURCES

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Employment Equity Plan (if applicable)
- Leave records
- Disciplinary and grievance procedures and records
- CCMA records
- Training records
- Training Manuals
- HR policies and procedures
- Pension Fund records
- Correspondence
- Income Tax Records
 - PAYE Records
 - Documents issued to employees for income tax purposes
 - Records of payments made to SARS on behalf of employees
 - All other statutory compliances:
 - ✓ VAT
 - ✓ Regional Services Levies
 - ✓ Skills Development Levies
 - ✓ UIF
 - ✓ Workmen's Compensation

LEGAL

- General contracts and agreements
- Legal, risk and governance policies
- General legal records and correspondence
- Litigation records

- Insurance records
 - Claim records
 - Details of insurance coverage, limits and insurers
 - Insurance policies

INFORMATION TECHNOLOGY

- Domain name registrations
- IT technology capabilities
- IT policies and procedures

OPERATIONS

- Client registry
- List of Projects executed by Lesedi and records related to it
- Records, reports, design and the like generated by Lesedi for its clients
- Records generated by or within Lesedi pertaining to the client
- Contracts with the client, suppliers and subcontractors

MARKETING AND COMMUNICATION

- Marketing brochures
- Media releases
- Newsletters and publications

SAFETY, HEALTH, ENVIRONMENT AND SUSTAINABILITY

- Environmental assessment records
- Incident reports and investigations
- Training records
- Safety, health, environment and sustainability policies and management standards

PROCUREMENT

- Procurement policies
- Supplier data
- Purchase order terms and conditions
- General correspondence

10 HOW TO REQUEST ACCESS TO RECORDS HELD BY LESEDI (SECTION 51(1)(E))

The purpose of this section is to provide requesters with sufficient guidelines and procedures to facilitate a request for access to records held by Lesedi.

It is important to note that an application for access to information can be refused in the event that the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an Access Request Form does not automatically allow the requester access to the requested record.

Note:

If it is reasonably suspected that the requester has obtained access to Lesedi's records through the submission of materially false or misleading information, legal proceedings may be instituted against such Requester.

10.1 COMPLETION OF THE PRESCRIBED ACCESS REQUEST FORM

In order for Lesedi to respond to requests in a timely manner, the prescribed Access Request Form, attached hereto marked **Annexure 1**, should be completed in full, taking due cognisance of the following instruction on completing the prescribed form:

- The Access Request Form must be completed in the English Language;
- Type or print in BLOCK LETTERS an answer to every question;
- Requester to provide sufficient detail to enable the Information Officer to identify the record(s) requested and to identify the requester;
- Clearly indicate which form of access is required (i.e. email, post, fax etc.);
- Specify a postal address or fax number of the requester in the Republic;
- Specify the right the requester is seeking to exercise or protect;
- Provide an explanation of why the requested record is required for the exercise or protection of that right;
- If a question does not apply, state "N/A" in response to that question;
- If there is nothing to disclose in reply to a particular question, state "nil" in response to that question;
- If there is insufficient space on a printed form in which to answer a question, additional information may be provided on an additional folio;
- When the use of an additional folio is required, precede each answer thereon with the title applicable to that question;
- All additional folios must be signed by the requester;
- Proof of identity is required to authenticate the identity of the requester; and
- If the request is made on behalf of a person, the requester shall provide proof of the identity of the person on whose behalf the request is made, the authority or mandate given to the requester by such person and proof of the identity of the requester as provided above.

Failure to comply with the abovementioned requirements will result in the process being delayed until the Information Officer is satisfied all these requirements have been met and Lesedi shall not be liable for such delays.

Refer to Annexure 1: Access Request Form

10.2 SUBMISSION OF THE PRESCRIBED ACCESS REQUEST FORM

The completed Access Request Form must be submitted either via conventional mail, e-mail or fax and must be addressed to the Information Officer.

10.3 PAYMENT OF PRESCRIBED FEES

Payment details can be obtained from the Information Officer and payment can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

Four (4) types of fees are provided for in terms of the Act:

Request fee:

- An initial, non-refundable fee payable upfront on submission of an access request form.
- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The Information Officer shall notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

Access fee:

- If the request for access to a record is successfully granted, then an access fee may be required to re-imburse Lesedi for the costs involved in the search, reproduction and/or preparation of the record for disclosure and will be calculated based on the prescribed Fees under Annexure 2.

Deposit:

- If the preparation of the record for disclosure would take more than 6 (six) hours, then a deposit of one third (1/3) of the amount of the applicable access fee, shall be payable by the requester, other than personal requester. The Information Officer shall notify the requester by notice of the amount of the deposit payable.
- In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Reproduction fee:

- This fee is payable with respect to all records that are automatically available and will be calculated based on the prescribed Fees under Annexure 2.

These prescribed fees must be paid before access to a record will be allowed. The requester will be informed of the amount of the fees once the request for access form has been submitted.

The list detailing the prescribed fees in respect of requests and the fees in respect of access to records (if the request is granted) is attached as Annexure 2.

Refer to Annexure 2: Prescribed Fees Structure

10.4 RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If Lesedi has searched for a record and it is believed that the record either does not exist or cannot be found, the Requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

10.5 NOTIFICATION

Lesedi will within 30 (thirty) days of receipt of the completed Access Request Form, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The notification may include:

Notification of Extension Period (if required)

The Information Officer may extend the period of 30 (thirty) days once for a further period of not more than 30 (thirty) days, if the request is for a large volume of information, or the request requires a search for information held at another office of Lesedi and the information cannot be reasonably obtained within the original 30 (thirty) day period.

The requesters shall be notified in writing of the extension sought for the processing of their requests, including:

- The required extension period, which will not exceed an additional 30 (thirty) day period;
- Adequate reasons for the extension; and
- That the requester may lodge an application with a court against the extension, and the procedure (including the period) for lodging the application.

Payment of Deposit (if applicable)

The Requester may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the record(s). The notice will state:

- The amount of the deposit payable (if applicable); and
- That the requester may lodge an application with a court against the payment of the deposit and the procedure, including the period, for lodging the application.

Please note:

In the event that access is refused to the requested record, the full deposit will be refunded to the requester.

Decision on Request:

If no extension period or deposit is required, the requester will be notified, within 30 (thirty) days, of the decision on the request.

If the request for access to a record is *successful*, the Requester will be notified of the following:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted;
- Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application.

If the request for access to a record is **not successful**, the requester will be notified of the following:

- Adequate reasons for the refusal (refer to Grounds for Refusal below); and
- That the requester may lodge an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

11 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The 30 (thirty) day period within which the Information Officer is required to reply to a request, as stipulated in the Act, shall commence only once a Requester has complied with all the requirements of the Act in requesting access to a record, to the satisfaction of the Information Officer.

Lesedi may legitimately refuse to grant access to a requested record on the following grounds as set out in the Act (Chapter 4, Sections 63 – 69 of the Act):

- Mandatory protection of the privacy of a third party (who is a natural person), including a deceased person, which would involve the unreasonable disclosure of personal information about that natural person
- Mandatory protection of commercial information of a third party or Lesedi (for example: trade secrets; financial, commercial, scientific or technical information), the disclosure of which may harm the commercial or financial interest of the third party or Lesedi
- Mandatory protection of certain confidential information of a third party, if the disclosure would constitute a breach of a duty of confidence owed to the third party in terms of an agreement.
- Mandatory protection of the safety of individuals and the protection of property, if the disclosure would endanger the life or physical safety of an individual or the safety of the public;
- Mandatory protection of records privileged from production in legal proceedings, unless the legal privilege has been waived by the person entitled to the privilege;
- Commercial Information of Lesedi:
 - Disclosure of the record would put Lesedi at a disadvantage in contractual or other negotiations or prejudice it in commercial competition; or
 - The record is a computer programme.
- Mandatory protection of a record containing information about research being carried out or about to be carried out by or on behalf of a third party or Lesedi, the disclosure of which would expose the third party, Lesedi or the research subject matter to serious disadvantage.

12 APPEALS AGAINST DECISIONS

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, within 30 (thirty) days of notification of the Information Officer's decision, apply to a court for appropriate relief.

13 ATTACHMENTS

Annexure 1: Prescribed Access Request Form

Annexure 2: Prescribed Fees Structure



Francis Carruthers
Chief Executive Officer
Lesedi Nuclear Services (Pty) Ltd

ANNEXURE 1

REQUEST FOR ACCESS TO A RECORD/INFORMATION OF LESEDI NUCLEAR SERVICES
(PTY) LTD

(Section 53 (1) of the Promotion of Access to Information Act 2 of 2000)

1. PARTICULARS OF THE PRIVATE BODY

CONTACT DETAILS	
Chief Executive Officer	Francis Carruthers
Information Officer	Grant Forrester
Postal Address	PO Box 36640, Chempet, 7442
Physical Address	Lesedi House, 6 Edison Way, Century Gate, Century City, Cape Town, 7441, Western Cape, South Africa
Telephone Number	021 525 1300
Fax Number	021 525 1333
E-Mail Address	Grant.Forrester@lesedins.co.za

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD/INFORMATION

Notes:

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of identity is required from both requester and any person or any party acting on behalf of requester. The original identity document or such other proof satisfactory to the Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.
- (d) If the request is made on behalf of another person, the requester is obliged to identify him/herself and provide proof of capacity in which the request is made, to the satisfaction of the Information Officer.

DETAILS OF REQUESTER	
Surname	
Full Names	
Identity Number	
Postal Address	

Telephone Number	
Fax Number	
E-Mail Address	
Capacity in which request is made, when made on behalf of another person or entity	

3. PARTICULARS OF PERSON/ENTITY ON WHOSE BEHALF REQUEST IS MADE

Surname	
Full Names	
Identity Number	

Note:

This section must only be completed if a request for information is made on behalf of another person.

4. PARTICULARS OF REQUESTED INFORMATION/RECORD

Notes:

- (a) 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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
- (c) The requester must sign all the additional folios.

Item No.	Category	Description of record or relevant part of the record	Reference Number (if applicable)	Any further particulars of record

5. FEES

Notes:

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You 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 access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

The requester qualifies for an exemption in payment of fees (mark the appropriate box)	Yes	No
Reason:		

6. 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 1-4 hereunder, 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) Indicate the format in which the information requested is required.
- (b) Please note that the request for access in the specified format may depend on the format in which the record is available.
- (c) Access in the requested format may be refused under certain circumstances. In such a case you will be informed if access will be granted in another format.
- (d) The fee payable for access to the record, if any, will be determined partly by the format in which access is requested.

1. If the record is in written or printed form:					
	Copy of record				Inspection of record
2. If 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 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 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 format (i.e compact disc)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

7. PARTICULARS OF THE RIGHT TO BE EXERCISED OR PROTECTED

Notes: (a) If the provided space is inadequate, please continue on a separate folio and attach it to this form. (b) The requester must sign all the additional folios.
--

7.1 Indicate which right is to be exercised or protected

- 7.2 Explain why the requested record is required for the exercising or protection if the aforementioned right:

8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

Notes:

- (a) You will be notified in writing via email and/or post whether your request has been approved or denied.
- (b) If you wish to be informed 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 _____ this _____ day of _____ 20_____

**SIGNATURE OF REQUESTER / PERSON ON
 WHOSE BEHALF REQUEST IS MADE**

ANNEXURE 2 PRESCRIBED FEE STRUCTURE

1. REPRODUCTION FEES

The fee (excluding VAT) for reproduction referred to in section 52(3) of the Act, is as follows:

Item	Description	Fees
1.	For every photocopy of an A4-size page or part thereof	R1.10
2.	For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R0.75
3.	For a copy in a computer-readable form on stiffy disc	R7.50
4.	For a copy in a computer-readable form on compact disc	R70.00
5.	For a transcription of visual images, for an A4-size page or part thereof	R40.00
6.	For a copy of visual images	R60.00
7.	For a transcription of an audio record, for an A4-size page or part thereof	R20.00
8.	For a copy of an audio record	R30.00

2. REQUEST FEE

A request fee of R50.00 (excluding VAT) is payable upfront by a Requester, other than a personal requester, when submitting a request for access to information, as referred to in section 54(1) of the Act.

3. ACCESS FEE

The access fees (excluding VAT) payable by a Requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

Item	Description	Fees
1.	For every photocopy of an A4-size page or part thereof	R1.10
2.	For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R0.75
3.	For a copy in a computer-readable form on stiffy disc	R7.50
4.	For a copy in a computer-readable form on compact disc	R70.00
5.	For a transcription of visual images, for an A4-size page or part thereof	R40.00

6.	For a copy of visual images	R60.00
7	For a transcription of an audio record, for an A4-size page or part thereof	R20.00
8.	For a copy of an audio record	R30.00
9.	To search for and prepare the record for disclosure, per hour or part of an hour reasonably required for such search and preparation	R30.00

4. POSTAGE FEE

Where a copy of the record must be posted to a requester, the actual postage fee is payable in addition to the applicable fees.

5. DEPOSIT

For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

6. APPEAL FEES

The appeal fee of R50.00 (excluding VAT) is payable by a requester in respect of the lodging of an internal appeal against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act.

PLEASE NOTE THAT ALL PRICES LISTED ABOVE ARE EXCLUSIVE OF VALUE-ADDED TAX (VAT)