

**PROMOTION OF ACCESS TO INFORMATION ACT
SECTION 51 MANUAL**

for

**PROPERTY PAYMENT SOLUTIONS PROPRIETARY LIMITED AND THE GROUP OF COMPANIES
COMPRISING OF THE ENTITIES LISTED IN Annexure A**

TABLE OF CONTENTS

1	DEFINITIONS	2
2	INTRODUCTION	3
3	AVAILABILITY OF THIS MANUAL	3
4	HOW TO REQUEST ACCESS TO RECORDS HELD BY THE GROUP?	4
5	VOLUNTARY DISCLOSURE & PUBLIC RECORDS.....	6
6	RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION.....	6
7	RECORDS HELD BY THE GROUP AND AVAILABLE ONLY ON REQUEST	7
8	GROUND FOR REFUSAL OF ACCESS TO RECORDS	8
9	REMEDIES AVAILABLE IN REFUSAL OF A REQUEST FOR INFORMATION	9
10	PROCESSING OF PERSONAL INFORMATION.....	9
	 ANNEXURE A: THE GROUP.....	 10
	ANNEXURE B: FORM 2 (REQUEST FOR ACCESS TO RECORD)	11
	ANNEXURE C: FORM 3 (OUTCOME OF REQUEST AND OF FEES PAYABLE)	15

Date	Version Reference	Approved By
2025-08-31	2	Jan Davel

1 DEFINITIONS

- 1.1 In this Manual, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them, and cognate expressions bear corresponding meanings —
- 1.1.1 **"Data Subject"** means the person to whom the Personal Information relates;
- 1.1.2 **"Group"** means the group of companies comprising the entities listed in Annexure A to this Manual;
- 1.1.3 **"Information Officer"** means the person acting on behalf of the Group and discharging the duties and responsibilities assigned to the "head" of the Group in terms of PAIA. The Information Officer is duly authorised to act as required, and such authorisation has been confirmed by the "head" of the Group in writing;
- 1.1.4 **"Information Regulator"** or **"Regulator"** means the Information Regulator of South Africa as established in terms of section 39 of the Protection of Personal Information Act 4 of 2013 ("POPIA").
- 1.1.5 **"Manual"** means this manual, published in compliance with section 51 of PAIA;
- 1.1.6 **"PAIA"** means the Promotion of Access to Information Act, No. 2 of 2000, as amended from time to time;
- 1.1.7 **"Personal Information"** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –
- 1.1.7.1 information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person;
- 1.1.7.2 information relating to the education or the medical, financial, criminal or employment history of the person;
- 1.1.7.3 any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 1.1.7.4 the biometric information of the person;
- 1.1.7.5 the personal opinions, views or preferences of the person;
- 1.1.7.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence;
- 1.1.7.7 the views or opinions of another individual about the person; and
- 1.1.7.8 the name of the person if it appears with other personal information relating to the person, or if the disclosure of the name itself would reveal information about the person;

- 1.1.8 **"Personnel"** means a person who works for or provides services to or on behalf of the Group and receives or is entitled to receive any remuneration. This includes, without limitation, directors (both executive and non-executive), all permanent, temporary and part-time staff as well as contract workers, shareholders, employees (full-time, part-time or casual), consultants, interns, and ex-employees;
- 1.1.9 **"Record"** means any recorded information, regardless of form or medium, which is in the possession or under the control of the Group, irrespective of whether it was created by the Group;
- 1.1.10 **"Request"** means a request for access to a record of the Group;
- 1.1.11 **"Requester"** means any person, including a public body or a private body or an official thereof, making a request for access to a record of the Group and includes any person acting on behalf of that person;
- 1.1.12 **"Special Personal Information"** means –
 - 1.1.12.1 the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject; or
 - 1.1.12.2 the criminal behaviour of a Data Subject to the extent that such information relates to –
 - 1.1.12.2.1 the alleged commission by the Data Subject of any offence; or
 - 1.1.12.2.2 any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings.
- 1.2 Terms not defined in this Manual shall have the meaning as defined in PAIA.

2 INTRODUCTION

- 2.1 This Promotion of Access to Information Manual is published in terms of section 51 of PAIA. PAIA gives effect to the provisions of section 32 of the Constitution, which provides for the right of access to information held by either the state or private persons, that is required for the exercise and/or protection of any right.
- 2.2 This Manual provides an outline of the type of records and the personal information we hold and explains how to submit requests for access to these records in terms of PAIA.
- 2.3 This Manual applies in respect of each member of the Group. The Information Officer named in paragraph 3.4 below is appointed in respect of the Group as a whole and in respect of each individual entity constituting the Group.
- 2.4 Only requests for records of members of the Group are covered by the Manual, and requests for records of, or information relating to, entities outside of the Group will not be considered.

3 AVAILABILITY OF THIS MANUAL

- 3.1 A copy of this Manual is available on our website at **www.payprop.com** or is available by sending a request for a copy to the Information Officer (whose details are set out in paragraph 3.4 below).
- 3.2 A copy of this Manual may also be inspected at our head office and at subsidiary companies' offices (whose addresses are set out in Annexure A) during normal business hours.
- 3.3 This Manual will be updated from time to time, as and when required.

3.4 Contact Details & Information Officer

Name of Private Body	Property Payment Solutions Proprietary Limited
Head of Private Body	Jan Davel
Information Officer (Duly designated by the Head of Private Body)	Jan Davel
Email address of Information Officer	io@payprop.co.za
Postal address	PO Box 842, Stellenbosch, 7599
Street address	38 Dorp Street, Stellenbosch, 7600
Phone number	021 886 8739

3.5 How to access this Guide (as described in Section 10 of PAIA)

- 3.5.1 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 a person who wishes to exercise any right contemplated in PAIA and POPIA may reasonably require.
- 3.5.2 The Regulator has made the Guide available in all of the official languages of South Africa, including braille, and it is available from the Regulator's website at www.inforegulator.org.za.
- 3.5.3 A copy of the Guide is also available:
- 3.5.3.1 upon request to our Information Officer; and
- 3.5.3.2 at our head office, whose address is listed above, in English and Afrikaans, for public inspection during normal office hours.

4 **HOW TO REQUEST ACCESS TO RECORDS HELD BY THE GROUP?**

- 4.1 The Requester must comply with all the procedural requirements as set out in PAIA relating to requesting a record held by the Group.
- 4.2 Pay the prescribed fee
- 4.2.1 Please note that Requesters are also required to make payment of the prescribed fees for evaluating the request and for providing the records requested, including the requirement to pay a deposit in certain circumstances. Payment must be made before the Group can process the request from the Requester.
- 4.2.2 The list detailing the prescribed fee payable to the Group in respect of requests and the fees in respect of access to records (if the request is granted) is attached as Annexure C.
- 4.3 Fill in the prescribed form
- 4.3.1 Requests for access to records held by the Group must be made by way of the request forms

that are available from the Regulator's website (www.inforegulator.org.za). For the convenience of Requesters, copies of such forms are included as Annexure B to this Manual and constitute the standard form that must be used for the making of requests in terms of this Manual. Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

- 4.3.2 Requests for access to records must be made to our Information Officer at the address or electronic mail address provided for in paragraph 3.4 above.
- 4.3.3 The Requester must provide sufficient detail on the request form to enable the Information Officer to (i) identify the record and (ii) the Requester.
- 4.3.4 The Requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 4.3.5 The Requester must identify the right that they are seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise of protection of that right.
- 4.3.6 The request will be processed within 30 days of receipt of the completed request forms from the Requester. The request will be evaluated by the Information Officer as well as the representative of the business from which the record is being requested. The Group reserves the right to notify the Requester of an extension period that is required to access the requested information. The said notice will include reasons for such extension, the fact that the required extension period will not exceed 60 days as well as the Requester's right to approach a court via application proceedings for relief in the event that the Requester is against the extension and/or the procedure. Further to that, the Group may notify the Requester whether a deposit is required. This deposit will be determined by factors such as, the format and/or volume of the information requested as well as the time required for the searching for and preparation of the records. The notice will set out the required deposit amount as well as the Requester's right to approach a court via application proceedings for relief in the event that the Requester is against the payment of the required deposit and/or the procedure.
- 4.3.7 Should you be aware which company in the Group holds the record/s you are requesting, please indicate the name of the company. Where you are unsure which company holds the record/s please provide as much detail as possible about the record to facilitate our search and to avoid any possible delays. Requestors are reminded that the Group can only provide access to records that are in the possession of Group.
- 4.3.8 If a request is made on behalf of a person, the Requester must then submit proof, in the form of an affidavit or letter of consent, of the capacity in which the Requester is making the request to the satisfaction of the Information Officer.
- 4.4 If a Requester is unable to complete the prescribed form because of illiteracy or disability, such a Requester may make an oral request to the Information Officer.
- 4.5 Kindly note that all requests to the Group or any of its constituent companies will be evaluated and considered in accordance with PAIA. The publication of this Manual and the description of the categories and subject matter of information held by the Group in this Manual do not give rise to any rights (in contract or otherwise) to access such information or records except in terms of PAIA.
- 4.6 If it is reasonably suspected that a Requester has obtained access to the Group's records through the submission of materially false or misleading information, legal proceedings may be instituted against such Requester.

5 VOLUNTARY DISCLOSURE & PUBLIC RECORDS

- 5.1 The Group is not obliged to and has not published a notice in terms of section 52(2) of PAIA regarding the categories of records automatically available without a person having to request access thereto in terms of PAIA.
- 5.2 Nevertheless, the Group does make certain information freely available on the Group's website at **www.payprop.com** from time to time, as well as on several of the other websites operated by the Group.
- 5.3 Further, records of a public nature may be accessed directly without the need to submit a formal application. Other non-confidential records, such as those maintained at the Companies and Intellectual Property Commission ("**CIPC**"), may also be accessed directly from the CIPC, and/or other relevant body, without the need to submit a formal application.
- 5.4 Certain information is also made available to employees of the Group, which is not generally made available to the public. To avoid confusion, such items of information are not listed here but may be obtained by the Group's employees from any group human resource office.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

- 6.1 The Group is also required to retain certain records of information in terms of legislation. Unless disclosure is prohibited by such legislation, regulations thereto, contractual undertakings or otherwise, these records will be made available for inspection by a party so requesting. Such request must be made as prescribed in this Manual, the particular legislation (as listed below) and in accordance with the Group's policies and procedures thereon (as applicable).
- 6.2 The information retained in terms of this legislation will only be made available to the persons or entities specified in the legislation –
 - 6.2.1 Companies Act 71 of 2008;
 - 6.2.2 Income Tax Act 58 of 1962;
 - 6.2.3 Value Added Tax Act 89 of 1991;
 - 6.2.4 Labour Relations Act 66 of 1995;
 - 6.2.5 Basic Conditions of Employment Act 75 of 1997;
 - 6.2.6 Employment Equity Act 55 of 1998;
 - 6.2.7 Employment Equity Amendment Act 4 of 2022;
 - 6.2.8 Skills Development Act 97 of 1998;
 - 6.2.9 Skills Development Levies Act 9 of 1999;
 - 6.2.10 Unemployment Insurance Act 63 of 2001;
 - 6.2.11 Unemployment Contributions Act 4 of 2002;
 - 6.2.12 Compensation for Occupational Injuries and Health Diseases Act 130 of 1993;
 - 6.2.13 Occupational Health and Safety Act 85 of 1993;
 - 6.2.14 Protection of Personal Information Act 4 of 2013;
 - 6.2.15 Competition Act 89 of 1998;
 - 6.2.16 Customs and Excise Act 91 of 1964;

- 6.2.17 The Rental Housing Act 50 of 1999;
- 6.2.18 The Cybercrimes Act 19 of 2020;
- 6.2.19 The Property Practitioners Act 22 of 2019; and
- 6.2.20 The Financial Intelligence Centre Act 38 of 2001.

7 RECORDS HELD BY THE GROUP AND AVAILABLE ONLY ON REQUEST

- 7.1 The Group maintains certain records as outlined in this paragraph 7. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted.
- 7.2 All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA.
- 7.3 If the record requested contains information about a third party, the Group is obliged to inform them of such a request. This serves to allow the third party the opportunity to respond by either granting consent to the access request or providing reasons why the request should be denied. The reasons provided by the third party, either for consent or denying access, will be considered by the Information Officer in making a final decision regarding whether access should be granted or refused.
- 7.4 All records in the possession of the Group that contain Special Personal Information shall only be provided to the person to whom the Special Personal Information pertains. In the event that the Requester is not the subject of the Special Personal Information, then the Requester must submit proof of consent to request such record for their use on behalf of the Data Subject.
- 7.5 The Group processes certain categories of information. The information is classified and grouped according to the records relating to the following categories (1) Group records; (2) personnel records; (3) other parties' records.
- 7.6 Group records
 - 7.6.1 The Group consists solely of private entities. The types of records the Group keeps on the Group includes –
 - 7.6.1.1 Financial records;
 - 7.6.1.2 Operational records;
 - 7.6.1.3 Company secretarial records;
 - 7.6.1.4 Records pertaining to intellectual property of the Group;
 - 7.6.1.5 Information technology records;
 - 7.6.1.6 Marketing records;
 - 7.6.1.7 Databases;
 - 7.6.1.8 Internal correspondence;
 - 7.6.1.9 Product records;
 - 7.6.1.10 Statutory records;
 - 7.6.1.11 Internal policies and procedures; and
 - 7.6.1.12 Records held by officials of the Group.

7.7 Personnel records

7.7.1 Please note that these records can only be requested by the person the record pertains to.

7.7.2 This includes –

7.7.2.1 Any personnel records provided to the Group by its personnel;

7.7.2.2 Any records a third party has provided to the Group about any of its personnel;

7.7.2.3 Conditions of employment and other personnel-related contractual and quasi-legal records;

7.7.2.4 Internal evaluation records and other internal records pertaining to personnel; and

7.7.2.5 Correspondence relating to the personnel.

7.8 Other parties' records

7.8.1 The Group keeps records in respect of other parties including (without limitation): its banks, auditors, legal advisors and consultants, suppliers, service providers, customers, and general market conditions.

7.8.2 In addition, such other parties may possess records which can be said to belong to the Group. The following records fall under this category:

7.8.2.1 Personnel, customer, or Group records which are held by another party as opposed to being held by the Group; and

7.8.2.2 Records held by the Group pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers.

7.9 Please note that access to the above records may be subject to a ground for refusal (set out in paragraph 8 below), including that the records are subject to confidentiality provisions or necessitate permission from a third party.

8 **GROUND FOR REFUSAL OF ACCESS TO RECORDS**

8.1 The Group may legitimately refuse to grant access to records that fall within certain categories. The grounds to refuse access to a particular record/s include –

8.1.1 records contain Personal Information of a third party and must be protected from unreasonable disclosure, including records of a deceased person;

8.1.2 records contain third-party commercial information that must be protected from unreasonable disclosure, including records that contain –

8.1.2.1 trade secrets; and/or

8.1.2.2 financial, commercial, scientific or technical information, the disclosure of which would cause or would likely cause harm to the commercial or financial interests of that third party;

8.1.3 disclosure of a record would result in a breach of duty of confidence owed in terms of an agreement to a third party;

8.1.4 disclosure of a record would result in an individual's life being endangered;

8.1.5 disclosure of a record would prejudice or impair the security of property;

8.1.6 disclosure of a record would prejudice or impair the protection of a person under witness protection;

- 8.1.7 disclosure of a record would prejudice or impair public safety;
- 8.1.8 disclosure of a record is privileged in terms of legal proceedings, unless such privilege has been waived;
- 8.1.9 disclosure of a record would harm the commercial and financial interests of the Group, including records that contain –
 - 8.1.9.1 trade secrets; and/or
 - 8.1.9.2 financial, commercial, scientific or technical information;
- 8.1.10 disclosure of a record would put the Group at a disadvantage in contractual or other negotiations or prejudice it in commercial competition; and
- 8.1.11 disclosure of the research of the Group or a third party on behalf of the Group would expose the Group or such third party or the researcher or the subject matter of the research to serious disadvantage.
- 8.2 In the event that the requested record cannot be located and it is believed that the record does not exist, then the Group will inform the Requester by way of affidavit or affirmation of the reason for delay or inability to locate the record.

9 REMEDIES AVAILABLE IN REFUSAL OF A REQUEST FOR INFORMATION

- 9.1 The Group does not have its own internal appeal procedures. A decision made by an Information Officer is final.
- 9.2 When a Requester is not satisfied by a decision made by the Information Officer of the Group, for example for refusing access, for imposing fees, or for extending the time period in which the response is due, the Requester may apply to the appropriate court for relief within 180 days of receiving the decision.
- 9.3 The decision of the Group will be reviewed by a court, and a decision will be made by the courts as to whether or not to provide access to the requested records.
- 9.4 Access to information cases may be heard before the Magistrates' Courts as a court of first instance.

10 PROCESSING OF PERSONAL INFORMATION

- 10.1 Please consult the privacy policy of the Group, available on request and at **www.payprop.com** for additional details in respect of –
 - 10.1.1 the purpose of the processing of Personal Information by the Group;
 - 10.1.2 a description of the categories of Data Subjects and of the information or categories of information relating to them;
 - 10.1.3 the recipients or categories of recipients to whom the Personal Information may be supplied;
 - 10.1.4 planned transborder flows of Personal Information; and
 - 10.1.5 a general description of the information security measures implemented by the Group to ensure the confidentiality, integrity and availability of the information which it may process.

ANNEXURE A: THE GROUP

No.	Name.	Registration Number	Postal Address	Street Address
1.	PayProp Services Proprietary Limited	2015/377499/07	P O Box 842, Stellenbosch, 7599	38 Dorp Street, Stellenbosch, 7600
2.	Property Payment Solutions Proprietary Limited	2005/001364/07	P O Box 842, Stellenbosch, 7599	38 Dorp Street, Stellenbosch, 7600
3.	PayProp Capital Proprietary Limited	2011/006687/07	P O Box 842, Stellenbosch, 7599	38 Dorp Street, Stellenbosch, 7600

ANNEXURE B: FORM 2 (REQUEST FOR ACCESS TO RECORD)

Form 2 can also be accessed on the Information Regulator's website by clicking [here](#).

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)

E-mail address:

Fax number:

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):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED <i>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.)</i>			
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 or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</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 any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</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 on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(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)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

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. The requester must sign all the additional pages.</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	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

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	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE C: FORM 3 (OUTCOME OF REQUEST AND OF FEES PAYABLE)

Form 3 can also be accessed on the Information Regulator's website by clicking [here](#).

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.	
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OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

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/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

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

☐

Yes

☐

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

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 Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

 Information officer