

Request for Access to Records

Complete every applicable field, then submit the signed form to info@republik.africa.

01 Proof of identity must be attached by the requester.

02 If the request is made on behalf of another person, proof of authorisation must be attached.

Capacity of Request

Mark the option that applies to you.

Request is made in my own name

Request is made on behalf of another person

Personal Information

Details of the requester completing this form.

FULL NAMES

IDENTITY NUMBER

POSTAL ADDRESS

STREET ADDRESS

E-MAIL ADDRESS

TEL (HOME)

TEL (WORK)

CELL

Particulars of Record

Describe the record fully so it can be located. Attach a signed separate page if space is inadequate.

DESCRIPTION OF RECORD OR RELEVANT PART

REFERENCE NUMBER (IF AVAILABLE)

ANY FURTHER PARTICULARS

Type of Record

Mark each type that applies.

Record is in written or printed form

Record comprises virtual images (photographs, slides, video, computer-generated images, sketches, etc.)

Record is held on a computer or in an electronic or machine-readable form

Form of Access

The form in which you wish to receive the record. Default is a printed copy.

PREFERRED FORM OF ACCESS

Manner of Access

Mark how you would like to receive access.

Personal inspection at the registered address of the body

Postal services to postal address

Postal services to street address

Courier service to street address

E-mail of information

Cloud share / file transfer

PREFERRED LANGUAGE

If the record is unavailable in your preferred language, access may be granted in the language available.

Right to be Exercised or Protected

State the right and why the record is required. Attach signed additional pages if needed.

RIGHT TO BE EXERCISED OR PROTECTED

WHY THE RECORD IS REQUIRED

Fees

A request fee is payable before consideration. You will be notified of any access fee.

- A request fee must be paid before the request will be considered.
- You will be notified of the amount of the access fee to be paid.
- The fee depends on the form of access and the reasonable time to search for and prepare the record.

REASON FOR EXEMPTION (IF YOU QUALIFY)

Manner of Correspondence

How we should notify you of the outcome and any costs.

Postal address	Email address	Alternative electronic
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Declaration & Signature

Confirm where and when the form is signed.

SIGNED AT DAY OF MONTH MONTH & YEAR

FULL NAME OF SIGNATORY

Signature of requester / person on whose behalf request is made