



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.

TO:

Reference number:	
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Your request dated _____, refers.



Mark with an "X"

1. You requested:

Personal inspection of information at the registered address of a public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on a 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 information on compact disc drive(including virtual images and soundtracks)	

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)	



Email 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 regard 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		
o To be provided by requestor	R40.00		
II. (ii) Compact disc			
o If provided by requestor	R60.00		
o If provided to the requestor			
For a transcription of visual images	Service to be		



per A4-size page	outsourced.		
Copy of visual images	This will depend on the quotation of the service provider		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
I. Flash drive	R40.00		
o To be provided by requestor			
II. Compact disc	R40.00		
o If provided by requestor			
o 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)	
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The amount must be paid into the following Bank account: (To be confirmed by Information Officer)

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