**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

**Information Officer contact information**

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**Fees**

1. The cost for documents is R60-00 per page.

2. Requestors are further advised to familiarize themselves with the terms and conditions as set out in the application form.

**Application Form**

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| **PART A** |  |
| Date |  |
| Name and Surname of Requester |  |
| Title |  |
| Postal address |  |
| Cell number |  |
| Landline number |  |
| Email |  |
| SAAM account details |  |
| **PART B**  **PLEASE NOTE:**   1. **A SEPARATE PART B MUST BE COMPLETED FOR EACH DIFFERENT DOCUMENT REQUIRED.** 2. **If the full information is not available to the requester please provide the information available to allow for the tracing of the document** |  |
| Name of the document required |  |
| Date generated |  |
| By whom was the document generated |  |
| What is the alleged content of the document |  |
| What is the Requester’s interest in the matter |  |
| Requestor’s bank account details |  |

**TERMS AND CONDITIONS in accordance with section 22**

1. The information officer on receipt of applications will inform applicants to pay the prescribed request fee of R 60-00 per page, before further processing the request. Where the number of pages is not confirmed it will be estimated and can include time for searching for the documents.

2. Applicants will be exempted from payments referred to in clause 1 if the requester is a “personal requester”. (a “personal requester” refers to a requester seeking access to a record containing personal information about the requester.)

3 If the search for a record in respect of which a request for access by a requester, other than a personal requester, has been made; and the preparation of the record for disclosure (including any arrangements contemplated in section 29 (2) (a) and (b) (i) and (ii) (aa), would, in the opinion of the information officer of the body, require more than the hours prescribed for this purpose for requesters, the information officer will by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

4. The notice referred to in clauses 1 and 2 will state:

(a) the amount of the deposit payable in terms of subsection (2), if applicable;

(b) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the tender or payment of the request fee in terms of subsection (1) of the Act, or the tender or payment of a deposit in terms of subsection (2), as the case may be; and

(c) the procedure (including the period) for lodging the internal appeal or application, as the case may be.

5. If a deposit was paid in respect of a request for access that is refused, the information officer concerned will repay the deposit to the requester within 14 days.

6. The information officer will withhold a requested record until the requester has paid the applicable fees (if any).

7. A requester whose request for access to a record has been granted must pay an access fee for reproduction and for search and preparation contemplated in subsection (7) (a) and (b) of the Act, respectively, for any time reasonably required in excess of the prescribed hours to search for and prepare (including making any arrangements contemplated in section 29 (2) (a) and (b) (i) and (ii) (aa)) the record for disclosure.

8. Requestors, if applicable, will also be charged for the postal fees (if any).

I acknowledge and accept the terms and conditions as set out above.

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**Requestor Full Name**

**Date: \_\_\_\_**