

FORM 3 (ANNEXURE C)

OUTCOME OF REQUEST AND 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 A.

OR

2. You requested:

Printed copies of the information (<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 information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

4. Fees payable with regard to your request:

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Number of pages/items</u>	<u>Total:</u>
1.	The request fee payable by every requester	R140.00		
2.	Photocopy/printed black & white copy of A4-page	R2.00 per page or part thereof		
3.	Printed copy of A4-size page	R2.00 per page or part thereof		
4.	For a copy of computer-readable from on: (i) Flash Drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R40.00 R40.00 R60.00		
5.	For a transcription of visual record, per A4-size page	Service to be outsourced.		
6.	For a copy of visual images	Will depend on quotation from service provider.		
7.	Transcription of an audio record, per A4-size page	R24.00		
8.	For a copy of audio recording on: i) Flash drive (to be provided by the requestor) ii) Compact Disk: a. If provided by requester b. If provided to the requester	R40.00 R40.00 R60.00		
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R145.00 R435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
	<u>TOTAL:</u>			

