APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY REQUESTER

Form B REQUEST TO ACCESS RECORDS OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000 (Regulation 4) **PARTICULARS OF A PRIVATE BODY** A. The Head: B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD The particulars of the person who requests access to the records must be recorded below. (a) Furnish an address and/or fax number in the Republic to which information must be sent. (b) (c) Proof of capacity in which the request is made, if applicable, must be attached. Full Name and Surname: Identity Number: Postal Address: Telephone Number: Fax Number: Email Address: Capacity in which request is made when made on behalf of another person:

This section must be completed only if a request for information is made on behalf of another person.
lame and Surname:
ty Number:
CULARS OF RECORD
Provide full particulars of the record to which access is requested, including the reference number if that to you, to enable the record to be located.
If the provided space is inadequate, please continue on a separate folio and attach it to this form. The must sign all the additional folios.
ption of the record or relevant part of the record
nce number, if applicable:
rther particulars of the record:
rther particulars of the record:
rther particulars of the record:
A request for access to a record, other than a record containing personal information about yourse processed only after a request fee has been paid.
A request for access to a record, other than a record containing personal information about yourse processed only after a request fee has been paid. You will be notified of the amount of the request fee. The fee payable for access to a record depends on the form in which the access is required and the re
A request for access to a record, other than a record containing personal information about yourse processed only after a request fee has been paid. You will be notified of the amount of the request fee.
A request for access to a record, other than a record containing personal information about yourse processed only after a request fee has been paid. You will be notified of the amount of the request fee. The fee payable for access to a record depends on the form in which the access is required and the retime required to search for and prepare a record.

F. FORM OF ACCESS TO THE RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicated in which form the record is required:

<u>Disability</u> :	Form in which record is required:
Notes:	
(b) Access in the form requested, may be access will be granted in another form.	of access depends on the form in which the record is available. e refused in certain circumstances. In such a case you will be inform . rd, if any, will be determined partly by the form in which access is reque
Mark the appropriate box with an "X":	
If the record is in written or printed form:	
Copy of Record	Inspection of Record
If the record consists of visual images:	
(This includes photographs, slides, video record	dings, computer-generated images, sketches, etc).
View the images Copy	of the images Transcription of the images
If the record consists of recorded words or	information which can be reproduced in sound:
Listen to the soundtrack (audio cassette)	Transcription of soundtrack (written or printed document)
If the Record is held on Computer or in an E	Electronic or Machine-readable form:
	red copy of information Copy in computer readable form (stiffy or compact disc)
If you requested a copy or transcription of a rec to be posted to you? A postal fee is payable.	cord (above), do you wish the copy or transcription
PARTICULARS OF RIGHT TO BE EXERCISE	ED OR PROTECTED
	e, please continue on a separate folio and attach it to this form.
The reques	ster must sign all the additional folios.
Indicate which right is to be exercised or pr	<u>otected</u> :
Foundation when the property of the contract o	ed for the exercising or protection of the aforementioned right:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereo another manner, please specify the manner and provide the necessary particulars to enable compliance with y request.					
How would you prefer to be informed of	the decision regard	ing your request for access to t	the record?		
Signed at	this	day of	20		
SIGNATURE OF REQUESTER		SIGNATURE OF PE BEHALF REQUEST IS			

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

H.