

Growthpoint Properties Group of Companies

Registration Number: 1987/004988/06

MANUAL FOR ACCESS TO INFORMATION

(Section 51 of the Promotion of Access to Information Act, No 2 of 2000)

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1. INTRODUCTION

The Promotion of Access to Information Act, 2 of 2000 (hereinafter referred to as “the **Act**”) was enacted on 3 February 2000, to give effect to the provisions of section 32 of the Constitution, which provides that any person has a right to gain access to information held by a public or private body, when that information is required for the exercise or protection of any rights. In terms of the **Act**, a private body includes any former or existing juristic person.

2. GROWTHPOINT PROPERTIES LIMITED

Growthpoint Properties Limited is a diversified Real Estate Investment Trust company listed under the Financial Services: Real Estate Investment Trust (“REIT”) sector on the JSE Limited.

BOARD OF DIRECTORS

JF Marais	Chairman
FM Berkeley	Non-executive Director
NO Chauke	HR Director
EK de Klerk	CEO: South Africa
R Gasant	Non-executive Director
JC Hayward	Lead Independent Director
KP Lebina	Non-executive Director
SP Mngconkola	Non-executive Director
NBP Nkabinde	Non-executive Director
LN Sasse	Group CEO
AH Sangqu	Non-executive Director
JA van Wyk	Non-executive Director
G Völkel	Group Financial Director

2.1 WHOLLY OWNED SUBSIDIARIES OF GROWTHPOINT PROPERTIES LIMITED

Ref	Company Name	Registration Number
(a) 1	Growthpoint Properties Limited	1987/004988/06
(a) 2	1 Roger Dyason (Pty) Ltd	1989/002710/07
(a) 3	Acucap Investments (Pty) Ltd	2001/017530/07
(a) 4	Acucap Investments 4 (Pty) Ltd	1996/017480/07
(a) 5	Acucap Management Services (Pty) Ltd	1980/000527/07
(a) 6	Acucap Properties Limited	2001/021725/06
(a) 7	Acucap Property Management (Pty) Ltd	2001/012254/07
(a) 8	Advent Properties (Pty) Ltd	1991/004879/07
(a) 9	Atlas Properties Limited	1988/000742/06
(a) 10	Atlas Property Developments (Pty) Ltd	1986/004563/07
(a) 11	Atlas Property Services (Pty) Ltd	1997/011894/07
(a) 12	Basfour 2721 (Pty) Ltd	2002/025858/07
(a) 13	Burg Brothers Properties (Pty) Ltd	1990/006787/07
(a) 14	Carlyn’s Trust (Pty) Ltd	1960/000190/07
(a) 15	CentralPoint Property Owners Association NPC	2014/273319/08
(a) 16	Changing Tides 5 (Pty) Ltd	2001/009248/07
(a) 17	Complex Investments (Pty) Ltd	1989/002468/07
(a) 18	Down House Investments (Pty) Ltd	2013/050810/07
(a) 19	Erf 4 of 8 Sandown (Pty) Ltd	1996/005691/07
(a) 20	Erven 99 and 100 Parktown Township (Pty) Ltd	2005/040118/07
(a) 21	Fairy Glen Properties (Pty) Ltd	1990/004352/07
(a) 22	Ferns Investments (Pty) Ltd	1994/001722/07
(a) 23	Four Ways Crossing Retail Centre (Pty) Ltd	1998/000954/07

Ref	Company Name	Registration Number
(a) 24	Growthpoint ABQ (Pty) Ltd	2000/010590/07
(a) 25	Growthpoint Building Managers (Pty) Ltd	1998/014895/07
(a) 26	Growthpoint Management Services (Pty) Ltd	2004/015933/07
(a) 27	Growthpoint Properties International (Pty) Ltd	2004/015978/07
(a) 28	G Properties One (Pty) Ltd	2018/456081/07
(a) 29	G Properties Two (Pty) Ltd	2018/456112/07
(a) 30	Growthpoint TPG (Pty) Ltd	1999/025600/07
(a) 31	GRT Bloekom Properties (Pty) Ltd	1992/004645/07
(a) 32	Highway Properties Houghton (Pty) Ltd	1991/000933/07
(a) 33	Inclub Properties (Pty) Ltd	1996/007915/07
(a) 34	Kilkishen Investments (Pty) Ltd	1995/000130/07
(a) 35	Majorshelf 184 (Pty) Ltd	2000/023282/07
(a) 36	Metboard Properties Limited	1998/005425/06
(a) 37	Okahao Properties (Pty) Ltd	2006/017004/07
(a) 38	Oxford 144 Property Investments (Pty) Ltd	2011/008866/07
(a) 39	New Heights 344 (Pty) Ltd	2000/023109/07
(a) 40	Paramount Property Fund Limited	1945/019928/06
(a) 41	Pin Mill (Pty) Ltd	1994/009349/07
(a) 42	Scopeful I 157 (Pty) Ltd	2000/017240/07
(a) 43	Silverhorn Properties (Pty) Ltd	2000/007952/07
(a) 44	Skillfull 82 (Pty) Ltd	2001/004336/07
(a) 45	Skillfull 115 (Pty) Ltd	2001/001475/07
(a) 46	Stand 1135 Houghton (Pty) Ltd	1990/002318/07
(a) 47	Sycom Property Fund Managers Limited	1986/002756/06
(a) 48	Tyger Hills Investments (Pty) Ltd	2000/008914/07
(a) 49	Tyger Hills Office Park (Pty) Ltd	2000/008476/07
(a) 50	Witkoppen Corner (Pty) Ltd	2000/029055/07
(a) 51	Woodlands Office Park Property Management Company (Pty) Ltd	2008/014244/07

2.2 TRUSTS OPERATED BY GROWTHPOINT PROPERTIES LIMITED

Ref	Trust	Trust Number	Trustee
(b) 1	The Acucap Share Purchase Trust adopted by Acucap Properties Limited 2001/021725/06		Maitland Trustees (Pty) Ltd
(b) 2	Growthpoint Properties Trust	IT 6147/01	Ironwood Trustees (Pty) Ltd
(b) 3	Growthpoint Securitisation Warehouse Trust	IT 5094/05	Maitland Trustees (Pty) Ltd
(b) 4	Growthpoint Staff Incentive Scheme Trust	IT 12949/07	Quadridge Trust Services (Pty) Ltd
(b) 5	Second Growthpoint Properties Trust	IT 4631/2003	Ironwood Trustees (Pty) Ltd
(b) 6	Truzen 75 Trust	IT701/2008/PMB	EK de Klerk PL Kollenberg G Völkel

2.3 JOINT VENTURE COMPANIES

Ref	Company Name	Registration Number
(c) 1	FC Property Management Company (Pty) Ltd	2008/014170/07
(c) 2	Ferguson Place (RF) (Pty) Ltd	2007/026862/07
(c) 3	Growthpoint Telecommunication Infrastructure (RF) (Pty) Ltd	2004/015984/07
(c) 4	Remaining Extent of Erf 241 Sandown Share Block (Pty) Ltd	2005/040404/07
(c) 5	V & A Waterfront Holdings (Pty) Ltd	2006/024423/07

2.4 GROWTHPOINT HEALTHCARE FUND

Ref	Company Name	Registration Number
(d) 1	Growthpoint Healthcare Property Holdings (RF) Limited	2016/350751/06
(d) 2	Growthpoint Healthcare Property Management Company (Pty) Ltd	2016/350196/07

3. THE INFORMATION OFFICER (SECTION 51(1)(B))

The Head of a Private Body fulfils such a function in terms of Section 51. Growthpoint has elected to appoint a Information Officer to assess requests for access to information as well as oversee its required functions in terms of the Act.

The Information Officer appointed in terms of PAIA also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013 ("POPIA"). The Information Officer oversees the functions and responsibilities as required in terms of both this Act in terms of Section 55 of POPIA after registering with the Information Regulator.

The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of POPIA. This is in order aid better accessibility for data subjects to request access of their records and to ensure fulfilment of Growthpoint's obligations and responsibilities as prescribed in terms of section 55 of POPIA. All requests for information in terms of PAIA and POPIA must be addressed to the Information Officer.

4. CONTACT DETAILS FOR CEO AND CIO

EK de Klerk
CEO: South Africa

Telephone: +27 (11) 944 6284

Email: edeklerk@growthpoint.co.za

A Davis
Information Officer

Telephone: +27 (11) 944 6300

Email: popia@growthpoint.co.za

Growthpoint Properties Limited

The Place
1 Sandton Drive
Sandton
2196

PO Box 78949
Sandton
Gauteng
2146

5. SECTION 10 GUIDE

The Act requires the South African Human Rights Commission (SAHRC) to compile a guide to be available in each official language, to assist individuals in understanding how to exercise their rights contained in the Act.

Any queries regarding this guide can be addressed directly to the SAHRC at:

The South African Human Rights Commission

Braampark Forum 3
33 Hoofd Street
Braamfontein

Tel: + 27 (011) 877 3600

Website www.sahrc.org.za

Email info@sahrc.org.za

6. INFORMATION AUTOMATICALLY AVAILABLE

Any records that are required to be made available in terms of the Companies Act No. 71 of 2008 and the listing requirements as laid down by the JSE, as amended from time to time, shall be made available for inspection by interested parties.

7. INFORMATION KEPT AS A MATTER OF GENERAL PRACTICE

- Accounting and Financial Records
- Customer Records and Credit Services
- Taxation Records
- Environmental, Health and Safety Records
- Employment Records, Human Resources, Employment Equity and Black Economic Empowerment
- Information Technology Records
- Insurance Information
- Legal Records
- Marketing Information
- Operational Records
- Pension/Provident Fund Details
- Policy Documents
- Property Records and Title Deeds
- Staff Share Scheme Information
- Statutory Records and Information
- Supplier Records
- Trade Marks, Patents and Designs
- Correspondence and Memoranda

8. RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)C)

Record Available	Applicable Legislation
Accounting Records	Revenue Laws Second Amendment Act 61 of 2008
BBBEE Compliance	The Broad-based Black Economic Empowerment Act 53 of 2003

Brand Protection	Counterfeit Goods Act, 37 of 1997
COIDA and OHS Act Records	Occupational Health and Safety Act 85 of 1993
Company registration documents, certificates, minutes, resolutions	Companies Act 71 of 2008
Compensation payments, assessments, and a letter of good standing	Compensation for Occupational Injuries and Disease Act 130 of 1993
Competition Commission Records and Merger Notices	Competition Act 89 of 1998
Consumer Records	The Consumer Protection Act 1987
Credit Agreements, credit checks	National Credit Act 34 of 2005
Employee Provident and Pension Fund Records	Pension Funds Act 24 of 1956
Employee Records	Basic Conditions of Employment Act 75 of 1997
Employee Records and Skills Development Levy Records	Skills Development Act 97 of 1998
Employee Records and Submissions	Unemployment Insurance Act 63 of 2001
Employment Records	Labour Relations Act 66 of 1995
FICA and Audit Records	Prevention of Organised Crime Act 121 of 1998
FICA Records	Financial Intelligence Centre Amendment Act 1 of 2017
Income Tax returns; Clearance certificate	Income Tax Act 58 of 1962
Lease Agreements	Leases of Land Act 18 of 1969
Legal Records	Prescription Act 68 of 1969
Literary, artistic works and Records	Copyright Act 98 of 1978
Logistics and insurance records	National Road Traffic Act 93 of 1996
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Patent Records	South African Patent Act 57 of 1978
POPIA Policy, PAIA Manual	Protection of Personal Information Act 4 of 2013
Property Deeds	Alienation of Land Act 68 of 1981
Property Records	Transfer Duty Act 1949
Quality Records	National Environmental Management Act 107 of 1998
Recycling	National Environmental Management: Waste Act, 59 of 2008
Registered Intellectual Property Records	Intellectual Property Laws Amendment Act 28 of 2013
Tax Records and Filings	Taxation Laws Amendment Act 23 of 2020
Trade Mark Application and Registrations	Trade Marks Act 194 of 1993
Website Terms of Use, Privacy Policy	Electronic Communications and Transactions Act 25 of 2002
Workplace Skills Plan and Annual Training Report (ATR)	Employment Equity Act 55 of 1998
VAT returns for past 5 (five) years; Clearance certificate	Value Added Tax Act 89 of 1991

9. ACCESS TO THE RECORDS HELD BY GROWTHPOINT PROPERTIES LIMITED

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at: -

Growthpoint Properties Limited
 The Place
 1 Sandton Drive
 Sandton, Johannesburg
 Gauteng 2196

Records are subject to the below classifications and access requirements:

Classification No.	Access	Classification
1	May be disclosed	Public Access Document
2	May not be disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be disclosed	Subject to copyright
4	Limited disclosure	Personal information that belongs to the requester of that information [s61]
5	May not be disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be disclosed	Likely to harm the commercial or financial interests of third party [s64(1)(a) and (b)]
7	May not be disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(1)(c)]
8	May not be disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be disclosed	Legally privileged documents [s67]
11	May not be refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be disclosed	Commercial information of Private Body [s68]
13	May not be disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be refused	Disclosure in public interest [s70]

10. RETENTION PERIODS

The following retention period shall apply to the below Records and access are subject to the availability denoted:

CCTV Records		
Category	Availability	Retention Period
Images of customers and accompanied minors, images of employees	May not be disclosed - Commercial information of Private Body [s68]	1 Year

Companies Act Records		
Category	Availability	Retention Period
Documents of incorporation	May be disclosed - Public Access Document Available from (CIPC)	Indefinite
Memorandum and Articles of Association	May be disclosed - Public Access Document Available from (CIPC)	Indefinite
Minutes of Board of Directors meetings	May not be disclosed - Commercial information of Private Body [s68]	7 years
Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers	May be disclosed - Public Access Document Available from (CIPC)	7 years
Share register and other statutory registers	May be disclosed - Public Access Document Available from (CIPC)	Indefinite
Annual returns (CIPC)	May not be disclosed - Commercial information of Private Body [s68]	7 years

Financial and Customer Development (Sales) Records		
Category	Availability	Retention Period
Annual financial statements	May not be disclosed - Commercial information of Private Body [s68] unless permitted in terms of the JSE Listings Requirements	7 years
Tax returns	May not be disclosed - Commercial information of Private Body [s68]	15 years
Accounting records	May not be disclosed - Commercial information of Private Body [s68]	7 years
Banking records	May not be disclosed - Commercial information of Private Body [s68]	7 years
Bank statements	May not be disclosed - Commercial information of Private Body [s68]	4 years
Paid cheques (no longer relevant from 01 Jan 2021)	May not be disclosed - Commercial information of Private Body [s68]	4 years
Electronic banking records	May not be disclosed - Commercial information of Private Body [s68]	4 years
Asset register	May not be disclosed - Commercial information of Private Body [s68]	7 years
Lease (tenant) agreements	May not be disclosed - Commercial information of Private Body [s68]	4 years after expiry of latest lease/after tenant vacates, provided no

Financial and Customer Development (Sales) Records		
Category	Availability	Retention Period
		legal action exists
Rental (suppliers) agreements	May not be disclosed - Commercial information of Private Body [s68]	2 years after expiry provided no legal action exists
Invoices	May not be disclosed - Commercial information of Private Body [s68]	4 years
Information generated by the Group in relation to all service providers	May not be disclosed - Commercial information of Private Body [s68]	4 years
Information provided by other third parties in relation to services providers	May not be disclosed - Commercial information of Private Body [s68]	4 years

Income Tax Records		
Category	Availability	Retention Period
PAYE Records	May not be disclosed - Commercial information of Private Body [s68]	4 years
Documents issued to employees for income tax purposes	May not be disclosed - Commercial information of Private Body [s68]	4 years
Records of payments made to SARS on behalf of employees	May not be disclosed - Commercial information of Private Body [s68]	4 years
VAT	May be disclosed - Available from South African Receiver of Revenue website www.sars.gov.za	4 years
Skills Development Levies	May not be disclosed - Commercial information of Private Body [s68]	4 years
UIF	May not be disclosed - Commercial information of Private Body [s68]	4 years
Workmen's Compensation	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	4 years

Human Resources Documents and Records		
Category	Availability	Retention Period
Employment contracts	May not be disclosed - Commercial information of Private Body [s68]	3 years after termination of employment

Human Resources Documents and Records		
Category	Availability	Retention Period
Employment equity plan (if applicable)	May not be disclosed - Commercial information of Private Body [s68]	3 years
Medical aid records	May not be disclosed - Personal information that belongs to the requester of that information [s61]; Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	3 years
Pension and provident fund records	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	3 years
Disciplinary records	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	3 years
Salary records	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	4 years
Disciplinary policy	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	3 years
Leave records	May not be disclosed - Commercial information of Private Body [s68]	3 years
Training records	May not be disclosed - Unreasonable disclosure of personal information of Natural person [s63(1)]; Likely to compromise the safety of individuals or protection of property [s66]	3 years
Training manuals	May not be disclosed - Commercial information of Private Body [s68]	3 years
Internal evaluation information (IOs, IDP, PEP etc)	May not be disclosed - Commercial information of Private Body [s68]	3 years
Organisational charts	May not be disclosed - Commercial information of Private Body [s68]	3 years

Information Technology Records		
Category	Availability	Retention Period
IP addresses	May not be disclosed - Commercial information of Private Body [s68]	1 year

Legal Records		
Category	Availability	Retention Period
Agreements with suppliers	May not be disclosed - Commercial information of Private Body [s68]	3 years
Agreements with customers (non-lease related)	May not be disclosed - Commercial information of Private Body [s68]	4 years after expiration/ termination, provided no legal action exists
Global brand protection app	May not be disclosed - Commercial information of Private Body [s68]	3 years

Marketing and Consumer Affairs Records		
Category	Availability	Retention Period
Product brochures	May be disclosed	1 year
Property sales records	May not be disclosed - Commercial information of Private Body [s68]	5 years
Marketing strategies	May not be disclosed - Commercial information of Private Body [s68]	1 year
Customer database	May not be disclosed - Commercial information of Private Body [s68]	3 years
Information of social media users	May not be disclosed - Commercial information of Private Body [s68]	3 years
Advertising events	May not be disclosed - Commercial information of Private Body [s68]	1 year
Promotional competitions	May not be disclosed - Commercial information of Private Body [s68]	1 year

Public Relations Records		
Category	Availability	Retention Period
Public product information	May be disclosed – Information in the public domain	3 years
Media releases	May be disclosed – Information in the public domain	3 years

Regulatory		
Category	Availability	Retention Period
Estate Agency Affair Board	May not be disclosed - Commercial information of Private Body [s68]	5 years

Vendor, Customer Services and Logistics Records		
Category	Availability	Retention Period
Products and services supplier information	May not be disclosed - Commercial information of Private Body [s68]	3 years

Vendor, Customer Services and Logistics Records		
Category	Availability	Retention Period
Third party information acting on behalf of the Company	May not be disclosed - Commercial information of Private Body [s68]	3 years
Third party service providers/ vendors	May not be disclosed - Commercial information of Private Body [s68]	3 years

11. REQUEST PROCEDURE

Form of Request in terms of the Act

To request a document that does not fall within the ambit of the Act, the requester must direct the request to the Information Officer in writing, and request an appointment to view the documentation.

To request a document that does fall within the ambit of the Act, the requester must make use of the prescribed form. This must be directed to the CEO or the Information Officer of Growthpoint Properties Limited at the address, or email address of the party concerned.

The requester must provide sufficient detail on the request form to facilitate identifying the record requested. The requester should also indicate which form of access is required, and indicate if any other method is to be used to respond to the requester.

The requester must identify the right being exercised or protected, and provide an explanation of why the requested record is necessary to exercise or protect that right.

If a request is made on behalf of another person, a consent form/letter of authority must accompany the request.

Request Fee

A requester seeking access to a record containing personal information is not required to pay a fee. Any other requester, not requesting personal information, must pay the required fee.

The party concerned must notify the requester (if not seeking access to personal information) of the prescribed fee to be paid (if any) before processing the request.

The fee that the requester must pay to Growthpoint Properties Limited is R50 (fifty Rand). The requester may lodge an application to the court against the tender or payment of the requested fee.

After the party concerned has made a decision regarding the request, the requester must be notified in the required format.

If the request is granted, a further access fee must be paid for the search, reproduction, preparation and time in excess of the prescribed hours to search and prepare the record for disclosure.

Request in terms of POPIA

Where a data subject has requested access to personal information not falling within the

above categories or where the data subject is requesting:

to update his/her/its personal information;

a list of the data subject's personal information Growthpoint has in its possession or control; or

the subscription or deletion of a data subject's personal information

Then the data subject, at no cost, must direct the request to the Information Officer of Growthpoint.

12. PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) to the Act is R1,10 for every photocopy of an A4-size page or part thereof.

The fee for reproduction referred to in regulation 11(1) to the Act are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R 1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0,75
(c)	For a copy in a computer-readable form on –	
	(i) stiffy disc	R 7,50
	(ii) compact disk	R70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
	(ii) For a copy of visual images	R60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20,00
	(ii) For a copy of an audio record	R30,00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) to the Act is **R50,00**.

The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under regulation 11(3) to the Act, are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R 1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R 0,75
(c)	For a copy in a computer-readable form on –	
	(i) stiffy disc	R 7,50
	(ii) compact disk	R70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
	(ii) For a copy of visual images	R60,00

- | | | | |
|-----|------|--|--------|
| (e) | (i) | For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| | (ii) | For a copy of an audio record | R30,00 |
| (f) | | To search for the record for disclosure, for each hour or part of an hour reasonably required for such search. | R30,00 |

The actual postal fee is payable when a copy of a record must be posted to a requester.

For the purposes of section 54(2) of the Act, the following applies:

- a) Six hours as the hours to be exceeded before a deposit is payable; and
- b) One third of the access fee is payable as a deposit by the requester

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A Particulars of a private body

The Head: _____

B Particulars of person requesting access to the record

- a) The particulars of the person who requests access to the record must be given below.
- b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax Number : _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D Particulars of record

- a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E Fees

- a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- b) You will be notified of the amount required to be paid as the request fee.
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F Form of access to 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 indicate in which form the record is required.

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an X

Notes

- a) Compliance with your request in the specified form may depend on the form in which the record is available.
- b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form

Copy of record* Inspection of record

2. If the record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images Copy of the images* Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound

Listen to the soundtrack (audio cassette) Transcription of the soundtrack*

4. If record is held on computer or in an electronic or machine-readable form

Printed copy of record* Printed copy of information derived from the record* Copy in computer readable form* (compact disc)

* If you requested a copy of the transcription of a record (above), do you wish the copy or transcription to be posted to you? (POSTAGE IS PAYABLE)	YES	NO
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G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form the requester must sign all the additional folios

5. Indicate which right is to be exercised or protected: _____
6. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed by alternative means, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your access to the record? _____

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTER / PERSON ON BEHALF OF WHOM REQUEST IS MADE