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M A N U A L S

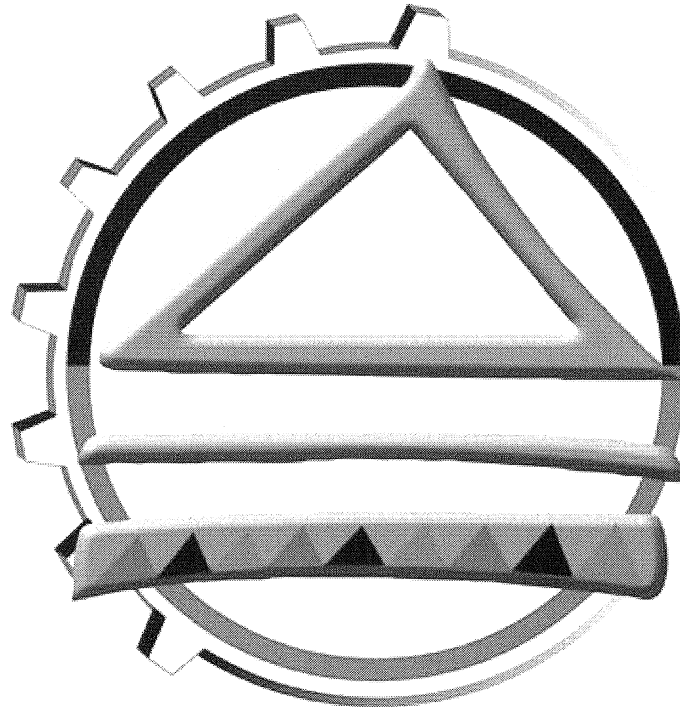
IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure



CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

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

SECTION 14 MANUAL FOR THE COMMISSION FOR CONCILIATION, MEDIATION AND ARBITRATION

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B. PRESCRIBED FEES FOR THE PUBLIC BODIES

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A. PARTICULARS IN TERMS OF SECTION 14**1. The functions and the structure of the CCMA [Section 14(1) (a)]****(a) What is the CCMA**

The CCMA is a dispute resolution body established in terms of the Labour Relations Act 66 of 1995 as a juristic person. The Commission is independent of the State, any political party, trade union, employer, employers' organisation, federation of trade unions or federation of employers' organisations. It has jurisdiction in all nine provinces of the Republic of South Africa. It has established provincial and satellite office in all the provinces of South Africa.

The Governing Body is the supreme policy-making body of the CCMA. The tripartite structure is made up of:

- Three State representatives,
- Three representatives of organised labour,
- Three representatives from organised business,
- A chairperson (all of whom are nominated by NEDLAC and appointed by the minister to hold office for three years), and
- The Director of the CCMA (who is nominated by the Governing Body and serves in an ex-officio capacity).

Vision

To promote social justice and economic growth, with the social partners, by transforming relations in the labour market. This will be achieved by delivering high quality, low cost dispute resolution and prevention service.

Mission Statement

For ourselves, we hold dear professionalism, integrity and service and the value of sharing trustworthy relationships.

For the CCMA, we hold ourselves accountable for sustaining our vibrant diverse community, united by a thirst for learning and strengthened by self-discipline.

For the public, we hold fast to our commitment to transforming labour relations by resolving disputes fairly and sharing our knowledge widely.

For Africa, we hold high the ideas of equity, social justice and shared prosperity.

(b). Functions of the CCMA

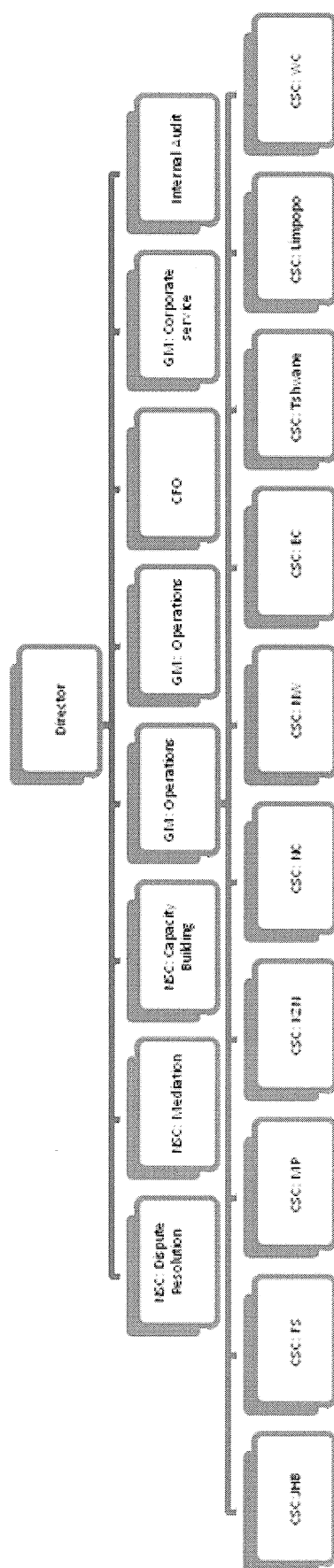
The CCMA will:

- Conciliate disputes;
- Arbitrate disputes that remain unresolved after conciliation,
- Facilitate the establishment of workplace forums and statutory councils,
- Compile and publish information and statistics about its activities,
- Consider applications for accreditation and subsidy by Bargaining Councils and private agencies,
- Prevent disputes from arising,
- Conduct facilitation in operational requirement disputes (section 189A), and
- Make rules to regulate the way it conducts its conciliation and arbitration and the practice and procedure in Essential Services Committee (section 115(1)(A))

The CCMA may:

- Supervise ballots for unions and employer organisations, and
- Give training and advice on: the establishment of collective bargaining structures; workplace restructuring; consultation processes; termination of employment; employment equity programmes and dispute prevention.

c) Schematic diagram of the CCMA



PROVINCIAL CONVENING SENIOR COMMISSIONERS

Eastern Cape Provincial Office:	Fred Sauls
Free State:	Carmen Ward
Gauteng (Johannesburg):	Shawn Christiansen (Acting)
Gauteng (Tshwane):	Hlalele Molotsi
Gauteng (Benoni):	Arnause Mohlala
KwaZulu Natal Provincial Office:	Raj Shanker
Limpopo Provincial Office:	Piet Shai
East London:	Jean van Zuydam
Mpumalanga Provincial Office:	Nadia Sithole (Acting)
Northern Cape:	Hendrick Olifant (Acting)
North West Office:	Elias Hlongwane
Western Cape Provincial Office:	Nazeema Teladia

(d) The structure of the CCMA

The CCMA consists of a national office situated in Gauteng, and offices in all nine provinces. Each provincial office has a Convening Senior Commissioner responsible for the overall functioning of the Province and a Registrar overseeing support functions. Each province also has commissioners responsible for the conciliation and arbitration of disputes.

Contact Details [Section 14 (1) (b)]**Head Office**

Information Officer: General Manager: Operations
 Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
 Postal Address: Private Bag X94, Marshalltown, 2107
 Telephone: (011) 377 6650
 Fax: (011) 834 7351
 Website: www.CCMA.org.za
 E-Mail: ho@ccma.org.za

Provincial Information Officers

Eastern Cape: **Port Elizabeth:** Convening Senior Commissioner
 Physical Address: CCMA House, 107 Govan Mbeki Avenue, Port Elizabeth
 Postal Address: Private Bag X 22500, Port Elizabeth, 6000
 Telephone: (041) 509 1000
 Fax: (041) 586 4410/4585
 E-Mail: pe@ccma.org.za

Eastern Cape **East London:** Convening Senior Commissioner
 Physical Address: Rennies Building, Cnr. Church & Oxford Street, East London, 5201
 Postal Address: Private Bag X 9068, East London, 5200
 Telephone: (043) 711 5400
 Fax: (043) 743 0810
 E-Mail: el@ccma.org.za

Free State Convening Senior Commissioner
 Physical Address: NBS Building, Cnr Elizabeth and Westburger Street, Bloemfontein, 9301
 Postal Address: Private Bag X20705, Bloemfontein, 9300
 Telephone: (051) 411 1700
 Fax: (051) 448 4468/9
 E-Mail: blm@ccma.org.za

Gauteng **Johannesburg:** Convening Senior Commissioner
 Physical Address: CCMA House, 127 Fox Street, Johannesburg, 2001
 Postal Address: Private Bag X 94, Marshalltown, 2109
 Telephone: (011) 220 5000
 Fax: (011) 220 5101/2/3/4/5/ 0861 392 262
 E-Mail: johannesburg@ccma.org.za

Gauteng	Tshwane: Convening Senior Commissioner
Physical Address:	Metro Park Building, 351 Schoeman Street, Pretoria, 0001
Postal Address:	Private Bag X 176, Pretoria, 0001
Telephone:	(012) 317 7800
Fax:	(012) 392 9702/ 320 4633/04
E-Mail:	pta@ccma.org.za
Gauteng	Benoni
Physical address:	CCMA Place, Cnr Woburn and Rothsay Street, Benoni
Postal address	Private Bag x 23, Benoni 1500
Telephone	(011) 845 9000
Fax	(011) 421 4723/48
Email:	ekurhuleni@ccma.org.za
Kwazulu Natal	Durban: Convening Senior Commissioner
Physical Address:	Embassy Building, 6 th & 7 th Floors, 199 Smith Street, Durban, 4001
Postal Address:	Private Bag X54363, Durban, 4000
Telephone:	(031) 362 2300
Fax:	(031) 368 7387/7407
E-Mail:	kzn@ccma.org.za
Kwazulu Natal	Pietermaritzburg: Convening Senior Commissioner
Physical Address:	3 rd Floor Gallwey House, Gallwey Lane, Pietermaritzburg, 3201
Postal Address:	Private Bag X72, Pietermaritzburg, 3200
Telephone:	(033)328 5000
Fax:	(033) 345 9790
E-Mail:	kzn@ccma.org.za
Kwazulu Natal	Richards Bay: Convening Senior Commissioner
Physical Address:	1 st Floor ABSA Building, Lakeview Terrace, 7 Trinidad Park Area, Richards Bay, 3901
Postal Address:	Private Bag X1026, Richards Bay, 3900
Telephone:	(035)799 3300
Fax:	(035) 789 7148
E-Mail:	kzn@ccma.org.za
Kwazulu Natal	Port Shepstone: Convening Senior Commissioner
Physical Address	The Chambers, 68 Nelson Mandela Road, Port Shepstone, 4240
Postal Address	Private Bag X849, Port Shepstone, 4240
Telephone:	(039) 688 3700/3702
Fax:	(039) 684 1771
Email	kzn@ccma.org.za
Kwazulu Natal	Newcastle: Convening Senior Commissioner
Physical Address	RAMS TV Centre, 71 Scott Street, Newcastle, 2940
Telephone:	(034) 328 2400
Fax:	(034) 312 5964
Email:	kzn@ccma.org.za
Limpopo	Convening Senior Commissioner
Physical Address:	CCMA House, 104 Hans van Rensburg Street, Polokwane, 0699
Postal Address:	Private Bag X 9512, Polokwane, 0700
Telephone:	(015) 287 7400
Fax:	(015) 297 1649
E-Mail:	ptb@ccma.org.za
Mpumalanga	Convening Senior Commissioner
Physical Address	CCMA House, Diedericks Street, Witbank, 1035
Postal Address:	Private Bag X 7290, Witbank, 1035
Telephone:	(013) 656 2800
Fax:	(013) 656 2885/6
E-Mail:	witb@ccma.org.za

North West	Klerksdorp: Convening Senior Commissioner
Physical Address:	CCMA House, 47 Siddle Street, Klerksdorp
Postal Address:	Private Bag X5004, Klerksdorp, 2570
Telephone:	(018) 487 4600
Fax:	(018) 462 4126/4053
E-Mail:	kdb@ccma.org.za
North West	Rustenburg: Convening Senior Commissioner
Physical Address:	Shop SG711B Sanlam Centre, 43-45 Boom Street, Rustenburg, 0299
Postal Address:	Private Bag X82104, Rustenburg, 0300
Telephone:	(014) 591 6400
Fax:	(014) 592 5236
E-Mail:	kdb@ccma.org.za
Northern Cape	Convening Senior Commissioner
Physical Address:	CCMA House, 5-13 Compound Street, Kimberley, 8301
Postal Address:	Private Bag X6100, Kimberley, 8300
Telephone:	(053) 836 7300
Fax:	(053) 831 5947/8
E-Mail:	kmb@ccma.org.za
Western Cape	Cape Town: Convening Senior Commissioner
Physical Address:	CCMA House, 78 Darling Street, Cape Town, 8001
Postal Address:	Private Bag X9167, Cape Town, 8000
Telephone:	(021) 469- 0111
Fax:	(021) 465-7193/97/87/ 462 5006
E-Mail:	ctn@ccma.org.za
Western Cape	George: Convening Senior Commissioner
Physical Address:	11 Cathedral Square 2, 62 Cathedral Street, George, 6529
Postal Address:	Private Bag X6550, George 6530
Telephone:	(044) 805 7700
Fax:	(044) 873 2906
Email:	ctn@ccma.org.za

3. **Access to the record held by the CCMA** [Section 14 (1) (d)]

(a) **Automatic disclosures** [section 14(1) (e)]

National Head Office

Operations and Information Department

- All policies and standard operating procedures

Research Unit:

- Information sheets
- CCMA Arbitration awards
- Selected Labour Court Judgments
- CCMAIL
- Codes of Good Practice
- Frequently Asked Questions
- Research documents
- CCMA Rules
- Contact details for labour related institutions
- Selected Labour Court and Labour Appeal Court Summaries
- Selected CCMA Arbitration award Summaries
- Selected decisions from other dispute resolution forum
- Contact details of bargaining councils
- Information on substantive issues based on the Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act
- Dispute referral forms

Library:

The public is allowed to utilise the library but cannot take books on loan. The following resources are available from the CCMA library:

- Books
- Journals

Call Centre Unit:

- Dispute referral forms
- Information Sheets
- Contact details of labour related institutions
- Contact details of bargaining councils
- Information on the status of case-related queries
- Arbitration awards and rulings
- Information on substantive issues based on the Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act.

Finance Department

- All financial policies and standard operating procedures
- Annual financial statements

Administration Department

- All Administration policies and standard operating procedures

Human Resources Department

- All Human Resources policies and standard operating procedures

Information Technology

- All IT policies and standard operating procedures
- Minutes
- Project Status
- Strategic planning
- Security Standards
- IT Infrastructure (LAN/WAN)
- Software matrix
- Software version
- Backup selections and strategies

Dispute Prevention Department

- Best Practice Manuals

Institution Building Department

- List of bargaining councils and accredited agencies

Provincial Offices

All policies and procedures as indicated above
All referral forms
Information sheets

(b) Records that may be requested [section 14(1) (d)]

Description of the subjects and categories for records held by the CCMA:

Operations and Information Department

- Contracts with publishing companies
- Legal Information network
- Van Zyl Rudd
- Industrial Relations network
- Butterworths on line
- Butterworths CD's
- Juta CD's
- Monthly and annual reports

Finance Department

- Asset Register
- Monthly financial statement
- Budgets
- Strategic plans
- Finance statistics
- MTEF submissions

Administration Department

- Vendors
- Tenders
- Rental agreements
- Lease agreements

Human Resources Department

- Employment records
- Training manuals
- Salary structures
- Employment Equity plan
- Work on the Skills Development Act

Information Technology Department

Reports produced requiring consolidation, for example:

- IT project reports
- Anti virus report service level agreement reports
- Hardware/software procurement report
- SLA reports- system generated
- Inventory reports
- Server reports
- Ad hoc reports (any information required from the any of the databases can be extracted using Crystal report or queries on request)

Dispute Prevention Department

- Training Manuals

Institution Building Department

- Information on payouts to bargaining councils
- Accreditation documents
- Collective agreements between Bargaining Councils
- Private agency applications
- Institution building reports

Provincial requests

- Case files
- Provincial staff meeting minutes
- Provincial commissioner meetings minutes
- Statistics on settlement rates
- Case load by province
- Disputes by sector
- Awards

(c) The request procedures

A requester must be given access to a record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record, and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

Nature of the request

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).

- The requester must indicate if the request is for a copy of the record or if he/she wants to visit any of the offices to look at the record of the public body. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].
- If a person asks for access in a particular form then the requester should get access in the manner he/she has asked for. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2) (f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4. **Services available** [Section 14(1) (f)]

(a) **Nature of the services**

The services of the CCMA are schematically depicted in the diagram on the following page.

SERVICES THE CCMA PROVIDES TO THE PUBLIC

**MEDIATION
DEPARTMENT**

- Commissioners**
- Conciliations
- Arbitrations
- Facilitations
- Pre-Dismissals
- Con/Arb processes

**DISPUTE PREVENTION
DEPARTMENT**

- Workshops on appropriate workplace procedures
- Effective workplace, trade union, employer and CCMA case screening training
- CCMA Best Practice training and guidelines
- National and provincial stakeholder discussion forums
- Research and information on dispute resolution trends

**INSTITUTION BUILDING
DEPARTMENT**

- Accreditation and subsidisation of bargaining councils and private agencies
- Training, facilitation and monitoring of bargaining councils and private agencies
- Supervising of ballots for unions and employer organisations
- Demarcation disputes
- Establishment of workplace forums

**OPERATIONS & INFORMATION
DEPARTMENT**

- Research Unit**
- Arbitration awards, selected Labour Court and Labour Appeal Court judgements and Decisions from other dispute resolution.
- Research publications
- CCMAI, information sheets, FAQs, etc
- Library Unit**
- Labour related publications and journals
- Access to electronic libraries
- Call Centre Unit**
- Client services
- Case Management Unit**
- User support and client services

OPERATIONALISATION
Case Management Departments in all nine Provinces

Assisting the public with labour related information

Case administration

(b) **How to gain access to these services**

To gain access to the above services at the CCMA, requests must be made to the relevant department as indicated below: Refer to Contact Details [Section 14(1) (b)] for details related referring to the CCMA's provincial offices.

CCMA Call Centre

Sandra Mathebula - Call Centre Manager
E-Mail: sandram@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2000
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: 0861 16 16 16
Fax: (011) 834 7351

Legal & Arbitration Department

Eugene van Zuydam – National Senior Commissioner
E-Mail: eugenevz@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

Dispute Resolution Department

Jeremy Daphne – National Senior Commissioner
E-Mail: jeremyd@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

Mediation Department

Afzul Soobedaar – National Senior Commissioner
E-Mail: afzuls@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

Operations Department

Nersan Govender & Ronald Bernickow – Operations Managers
E-Mail: nersang@ccma.org.za/ronaldb@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

Corporate Services Department

Itumeleng Masege - Corporate Services Manager
E-Mail: Itumelengm@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

Finance Department

Ntombi Boikutso - Chief Financial Officer
E-Mail: Ntombib@ccma.org.za
Physical Address: CCMA House, 28 Harrison Street, Johannesburg, 2001
Postal Address: Private Bag X94, Marshalltown, 2107
Telephone: (011) 377 6650
Fax: (011) 834 7351

5. **Arrangement allowing for public participation** [Section 14(1) (g)]

If members of the public have any queries or concerns regarding the CCMA and would like to participate in the formulation of policy, they would have to apply through the Director of the CCMA or contact any member of the social partners under whose constituency such member belongs to. For example, if the member of the public were a unionist, he/she would have to refer the matter to the constituency that represents labour.

6. **The remedies available if the provisions of this Act are not complied with** [Section 14(1) (h)]

The requester can lodge an internal appeal with the Director of the CCMA (Information Officer). The requester can lodge an appeal related to:

- A decision not to grant access to a record,
- The fee charged,
- A decision to extend the time period to deal with the request, or
- The body refusing to grant the requester the record in the form that he/she requested.

The procedure is as follows:

- The requester would be required to complete the relevant appeal form C, within 60 days.
- After completing the form, the requester must send the form to the information officer.
- A requester may request to be informed of the outcome of the appeal in any manner other than a written reply, for example, by e-mail or telephone.
- The person appealing must supply their contact details and may also be required to pay an appeal fee. (The fee is not payable when not asking for private information, the current fee is currently R35 for public bodies)
- The information officer must respond to the request within 10 working days and if the request was refused the information officer must give reasons for refusing in terms of the Act.

7. **Other information as prescribed in terms of the Act** [Section 14(1) (l)]

There is currently no information available from the Minister of Justice and Constitutional Development in terms of Section 92 to be placed here.

8. **Updating of the manual** [Section 14(2)]

A public body must, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

9. **Availability of the manual** [Section 14(3)]

Regulation No. R 187 of 15 February 2002 prescribes, in Section 4(1) that the manual of a public body must be made available in the following manner:

- A copy in each of the three official languages must be made available to every place of legal deposit as defined in Section 6 of the Legal Deposits Act, 1997; the South African Human Rights Commission; and every office of that public body.
- The manual is to be published in three of the official languages in the Gazette.
- The manual is to be made available on the website, if any, of the public body.

10. **Request to the Minister of Justice and Constitutional Development for the compilation of one manual** [Section 14(4) (a) and Section 14(4) (b)]

If the functions of two or more public bodies are closely connected, the Minister may, on request or of his/her own accord, determine that the two or more bodies compile one manual only.

The public bodies in question must share the cost of the compilation and making available of such manual as the Minister determines.

11. **Exemption by the Minister of Justice and Constitutional Development from any provision of this section for a determined period** [Section 14(5)]

For security, administrative or financial reasons, the Minister may, on request or of his or her own accord, by notice in the *Gazette*, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fit.

B. **PRESCRIBED FEES FOR PUBLIC BODIES**

**PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002
FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0, 60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1a-e) and 7(3) (1a-e) are as follows:

Type of copy requested	Fees
For every photocopy of an A4-size page or part thereof	R0, 60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0, 40
For a copy in a computer-readable form on Stiffy disc	R5, 00
For a copy in a computer-readable form on Compact disc	R40, 00
For a transcription of visual images, for an A4-size page or part thereof	R22, 00
For a copy of visual images	R60, 00
For transcription of an audio record, for an A4-size page or part thereof	R12, 00
For a copy of an audio record	R17, 00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35, 00.
4. The access fees payable by a requester referred to in regulation 7(3) (1) (f) are as follows:
 - To search for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
5. For purposes of section 22(2) of the Act, the following applies:
 - Six hours as the hours to be exceeded before a deposit is payable, and
 - One third of the access fee is payable as a deposit by the requester.
6. The actual postage is payable when a copy of a record must be posted to a requester.

C. PREScribed FORMS FOR ACCESS TO A RECORD OF A PUBLIC BODY**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002****FORM A****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

[Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)]

[Regulation 2]

FOR DEPARTMENTAL USE

Reference number:

Request received by:
 (state rank, name and surname of information office / deputy information officer) on (date)
 at (place)

Request fee (if any): R

Deposit (if any): R

Access fee: R

..... Signature of Information Officer / Deputy Information Officer

A. PARTICULARS OF PUBLIC BODY

The Information Officer / Deputy Information Officer:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone 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.***

Description of record or relevant part of the record:

.....

Reference number (if available):

Any further particulars of record:

.....

.....

E. FEES

- (a) *A request for access to a record, other than 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 therefore.*

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 – 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'.*

- (a) *Your indication as to the required form of access depends 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 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 soundtrack (written or printed document)*

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 (stiffy or compact disc)*

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you. A postal fee is payable.

- ☐ Yes
- ☐ No

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

In which language would you prefer the record?

G. 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 thereof in another manner, 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 request for access to the record:

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Signed on this day of

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE