

DENEL SOC LIMITED (“**DENEL**”)

MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000 (“**PAIA**”)

**FOREWORD**

Denel is the largest manufacturer of defence equipment in South Africa and operates in the military aerospace and landward defence environment. Denel was incorporated and registered as a private company under the Companies Act 61 of 1973. However, given the enactment of, *inter alia*, the Public Finance Management Act 1 of 1999 (“**PFMA**”) and the Companies Act 71 of 2008, Denel is presently listed and recognised as a major public entity, with its ownership vesting in the Department of Public Enterprises.

Notwithstanding Denel’s aforementioned status as a major public enterprise, in certain instances it also exercises powers in a private capacity. The procedures applicable to Denel’s dual, public and private body status, is dealt with in more detail in this manual.

Denel’s manual relating to access to information, is set out hereunder.

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## A. INTRODUCTION

This manual, together with the prescribed forms and fees relating to request for information has been prepared and published by Denel in accordance with the requirements of section 14 of PAIA.

The right to access to information is a constitutionally entrenched right that provides a platform for a party to access information held by any public body, where such information is required for the exercise or protection of any rights held by such party.

PAIA was enacted in order to give effect to right to access to information, enshrined in section 32 of the Constitution of the Republic of South Africa, 1996 (**"the Constitution"**). PAIA provides a regulatory framework allowing for a party to exercise and enforce their statutory right of access to information to any record, upon request, held by a public or private body, which contains, *inter alia*, grounds of refusal upon which a public or private body may refuse a request.

Parties wishing to submit a request for access to information to Denel can access the relevant request form (**"the request form"**) online. The completed request forms may submitted to Denel's Group Communications Manager, the Information Officer via facsimile on 012 671 2751.

The request form pertaining to access to information held by Denel, in its capacity as a public body, is attached to this manual, and marked **"A1"**.

The request form pertaining to access to information held by Denel, in its capacity as a public body, is attached to this manual, and marked **"A2"**.

Upon submission of a request for access to information to Denel, the requester will be required to pay a fee in to Denel, before its request for access to information can be fulfilled. The prescribed schedule of fees is attached to this manual, and marked **"B"**.

**B. THE PURPOSE AND OBJECTIVES OF THIS MANUAL**

The purpose of this manual is to facilitate access to records held by Denel to meet the objectives of PAIA, which requires public bodies, such as Denel to compile a manual containing the following:

1. the description of Denel's functions;
2. a description of Denel's corporate structure;
3. a description of the guide required by section 10 of PAIA and how to obtain access to it;
4. the manner in which the request should be made to Denel;
5. sufficient details to facilitate a request for access to a record of the Denel;
6. fees payable in respect of requests for access to information of public bodies and/or private bodies;
7. a description of the subjects on which Denel holds records and the categories of records held on each subject and information concerning the records which are publically available without requiring a request in terms of PAIA;
8. a description of the services available to members of the public from Denel and how to gain access to those services;
9. a description of any arrangement or provision for a person by consultation, making representations or otherwise to participating in or influencing the formulation of policy or the exercise of powers or performance of duties by Denel; and
10. a description of all remedies available to a requester regarding an act or a failure to act by Denel.

This manual seeks to provide requesters with information on the functions, structure and type of information that may exist and the procedure to be followed in making a request for access to such information for purposes of assisting a requester to identify the information required by it and to determine whether that information is held by Denel.

This manual is intended to promote a culture of openness and transparency within Denel and to the general public.

**1. COMPANY BACKGROUND AND FUNCTIONS OF DENEL**

Denel operates in a range of industries through the its various divisions, including:

- a. Denel Aviation and Denel Aerostructures, Irene;
- b. Denel Dynamics, Lyttleton;
- c. Denel Corporate Offices, Lyttleton;
- d. Denel Properties, Lyttleton;
- e. Denel Land Systems, Pretoria West;
- f. Pretoria Metal Pressings (PMP) ; and
- g. Denel Overberg Test Range, Bredasdorp.

Denel is also an important defence contractor in its domestic market and a key supplier to the South African National Defence Force (SANDF), both as original equipment manufacturer (OEM) and for the overhaul, maintenance, repair, refurbishment and upgrade of equipment in the SANDFs arsenal.

Over the years Denel has built a reputation as a reliable supplier to a range of international clients. Denel supplies systems and consumables to end users as well as sub-systems and components to its industrial client base. In addition to the foregoing, Denel maintains a number of equity partnerships, joint ventures and cooperation agreements with well-known international players in the defence industry.

Denel's Board of Directors are appointed by the Minister for Public Enterprises. The Board oversees the executive management team which is responsible for the day-to-day management of Denel.

## **2. THE CORPORATE STRUCTURE OF DENEL**

An organogram showing the Corporate Structure of Denel is attached to this manual, and marked “C”. This organogram is also available on Denel’s website: [www.denel.co.za](http://www.denel.co.za)

### **3. THE SECTION 10 GUIDE**

Section 10 of PAIA directs the South African Human Rights Commission (SAHRC) to compile a guide in each official language, containing such information, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in PAIA. The SAHRC has duly complied with section 10 of PAIA and a copy of this guide is available for inspection. Any enquiries concerning this guide must be directed as follows:

Attention:	PAIA Unit
Physical Address:	29 Princess of Wales Terrace, Cnr York and St Andrews Street, Parktown, Johannesburg
Postal Address:	Private Bag 2700, Houghton, Johannesburg 2041
Telephone Number:	(011) 484 8300
Fax Number:	(011) 643 6472
E-mail Address:	<a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a>
Website Address:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

For ease of reference, the pdf version of the section 10 PAIA Guide is available online at:

<http://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>



#### 4. THE MANNER IN WHICH THE REQUEST SHOULD BE MADE

1. As indicated above, although Denel, is a major public entity and is considered to be a public body in terms of PAIA, there are certain instances where Denel is deemed to be a private body under PAIA.
2. In establishing whether Denel is acting or has acted as a public or private body, a requester should consider, *inter alia*, the conduct of Denel in a particular circumstance, in particular a requester should consider whether Denel's actions fall within the ambit of the definition of administrative action. The inquiry as to whether a certain conduct constitutes administrative action will depend on, *inter alia*, the nature of the power being exercised in addition to the identity of the person/ body exercising such power.
3. Although there are no hard and fast rules in respect of establishing whether or not Denel an act by Denel constitutes administrative action, the following general considerations may be used as a guideline:
  4. Denel as a public body:
    - 4.1. Denel will generally qualify as a public body where the records relate, or are relevant to, the exercise of public power or the performance of a public function in terms of any legislation.
5. Denel as a private body:
  - 5.1. Denel will generally qualify as a private body in circumstances where the matters relate to employee disputes or disciplinary proceedings, or in respect of its dealings with its private clients. In these instances, Denel acts as a private body, and as such, the prescribed form, in terms of section 51 of PAIA should be used in submitting a request for access to information.

## 5. THE REQUEST PROCESS

To facilitate the processing of the request for access to information the requestor is advised to follow the procedure set out below:

### STAGE 1

1. Where Denel acts in its capacity as a public body, the requester must complete the prescribed form, in terms of section 18 of PAIA, to request access to the required information. A copy of this request form is attached to this manual, and marked "A1".
2. Where Denel acts in its capacity as a private body, the requester must complete the prescribed form, in terms of section 51 of PAIA, to request access to the required information. A copy of this request form is attached to this manual, and marked "A2".
3. The applicable form must be submitted by the requester, either via delivery, post, or facsimile, to the Group Communications Manager/Information Officer of Denel, as follows:

Group Communications Manager/Information Officer: Ms Vuyelwa Qinga

Postal Address : PO Box 8322, Centurion, 0046

Street Address : Nellmapius Drive, Irene

Telephone number : 012 671 2662

Fax number : 012 671 2751

Email address : [vuyelwaq@denel.co.za](mailto:vuyelwaq@denel.co.za)

4. In order to allow the information officer to properly identify the record(s) which form the subject of a request for access to information made to Denel, the requesters must specify such record(s), in its request, with sufficient detail and particularity. In addition, the requester must provide the information officer with their contact details so that the decision regarding the request, can be communicated to such requester.
5. The requester must state, in its request form, whether it has a preference as to the language and form in which it intends to receive the record, should access to such record be granted. Requesters should note that if the record exists in the language that the requester prefers, the Information Officer will grant access in that language, however, if the record does not exist in the language so preferred or the requester has no preference or has not indicated a preference, the record will be given in the language in which it exists.

6. In the event of the request being on behalf of another person, the requester must submit proof of the capacity in which such request is made, to the reasonable satisfaction of the information officer.
7. Where a request for a record is made to Denel, having acted in its capacity as a private body, the requester must:
  - (a) state that the requested information is required in order for such requester to properly exercise or protect a right;
  - (b) clearly explain the nature of such the right sought to be exercised or protected; and
  - (c) clearly specify why such record is necessary to exercise or protect such right.
8. In regards to a request made to Denel, having acted in its capacity as a private body, the request fee payable by every requester for such record is R **50, 00**. This amount is payable to Denel by cash or cheque in the event of it being delivered or deposited into Denel's bank account (with the name of the requester as reference), with the deposit slip accompanying the completed Form A2.
9. Where a request for a record is made to Denel, having acted in its capacity as a public body, the request fee payable by every requester for such request, other than a personal requester referred to in section 22(1) of the PAIA, is **R 35, 00**. This amount is payable to Denel by cash or cheque in the event of it being delivered or deposited into Denel's bank account (with the name of the requester as reference), with the deposit slip accompanying the completed Form A1.
10. For purposes of effecting payment to Denel, as stated above, Denel's banking details are as follows:  
**INSERT BANKING DETAILS**

## STAGE 2

11. Upon receipt of a request for access to information the information officer at Denel will acknowledge receipt of such request, by communicating same to the requester and furnishing the requester with a reference number for such request.
12. Once the request fee has been paid, and within the time period provided for in PAIA, the information officer will respond to the request by either granting or refusing the request.
13. In the event that further information relating to the request is required by the information officer, in order for him/ her to assess and respond to the request, the information officer will approach the requester for such additional information

*STAGE 3*

14. The information officer at Denel will process the request, procure the information and calculate the cost involved in granting the access to records. Where a decision to grant a request for access to information, the requester will be called upon to pay the access fee for the reproduction and preparation of the copies or transcripts of the records and for the time spent in excess of the prescribed hours to search for and prepare the record for disclosure.
15. The prescribed fees in respect of access to the records of a public body and that of a private body may vary. The issue of the fees applicable and payable in respect of a particular record is addressed further below.

*STAGE 4*

16. The requester will be informed of the outcome of their request for access to information within thirty (30) days after receipt of the request, alternatively, the information officer may exercise its rights under power to extend the time period for which it has to respond to a request for access to information, by a further period not exceeding thirty (30) days. In the event that the information officer exercises the right to extend the time period, for which an information officer has to respond to a request for access to information, the requester will be so informed, by the information officer, prior to the expiry of the initial time period provided for, within which such information officer ought to have responded to the request for access to information.
17. In addition to the foregoing, and in instances where the record, as requested, involves a third party, the information officer may extend the time period referred to above, as may be required, in order to give notice to such third party and to grant such third party the opportunity to make representations to the information officer, as to whether it grants or refuses its consent to the disclosure of the record to the requester.

*STAGE 5*

18. Upon payment of the request fee, as applicable to a particular request, the information officer will furnish the requester with a copy of the record.
19. As previously stated, the prescribed fee is due and payable to the Department of Public Enterprises either by cash or cheque. Should the requester opt to deposit the prescribed fee directly into the Denel's bank account, proof of payment should be forwarded to the information officer together with the reference number.
20. Denel's banking details are set out above.

*GRANTING OR REFUSAL OF A REQUEST*

21. A request for access to information, submitted in accordance with the guidelines set forth herein will, accordingly, be processed in line with the time periods provided for in PAIA.
22. PAIA provides an information officer with the following bases to refuse a request for access to information, particularly where a record:
  - 22.1. is subject to the mandatory protection of privacy of a third party who is a natural person;
  - 22.2. is subject to the mandatory protection of commercial information of a third party;
  - 22.3. is subject to the mandatory protection of certain confidential information of a third party;
  - 22.4. is subject to the mandatory protection of records privileged from production in legal proceedings;
  - 22.5. contains commercially sensitive information of Denel;
  - 22.6. could cause prejudice to the defence or security of the Republic of South Africa; or
  - 22.7. is subject to the mandatory protection of research information of a third party and of Denel.

## **6. FEES PAYABLE**

PAIA provides for two types of prescribed fees in relation to a request for access to information, viz:

- (i) a request fee, being the standard fee payable by a requester, save for personal requesters; and
- (ii) an access fee, calculated by taking into account reproduction costs, search and preparation time as well as postal costs, in granting and furnishing a requester with access to the record.

As regards an access fee different scale is applicable in relation to a request made to Denel in its respective capacity as a public body or a private body. A schedule relating to the relevant access fees applicable is attached to this manual, and marked “B”.

## 7. SUMMARY OF AVAILABLE RECORDS

The tables below reflect a summary of the records available and the classification of such records. The table reflecting the records available must be read in conjunction with the table reflecting the classification of such records.

### *Summary of Records*

<b>Departmental Records</b>	<b>Subject</b>	<b>Class</b>
Business Development, Communications and Corporate Affairs Human Resources	Product catalogues	a,d
	Public records	a
	Media releases	a
	Market information	i
	Operating manuals	d
	Product sales	a
	Marketing and new business development strategies	l
	Customer data base	l
	Employee records	d,e,i
	Employment contracts	d,e
	Human Resources guidelines, policies and procedures	l
	Employee Medical Records	d,e,h
Strategy and Commercial	General contract documentation	f,l
Finance and Governance	Audited financial statements	a
	Tax records	l
	Management accounts	d
	Asset registers	l
	Statutory records	a
	Company guidelines policies and procedures	d
Technical	Programme management records	l
	Trade marks	l
	Quality records	l
	Engineering records	l
Properties	Asset registers	l
	Title deeds	d
	Leases	d

*Classification of Records*

<b>Class</b>	<b>Access classification</b>	<b>Class Description</b>
a	May be Disclosed	Public Access Document
b	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
c	May be Disclosed	Subject to copyright
d	Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
e	May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s34(1)] and [s63(1)]
f	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s36(1)(b)] and [s64(a)(b)] Likely to harm the Company or third party in contract or other negotiations [s36(1)(c) and [s64(c)]
g	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s37] and [s65]
h	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s38] and [s66]
i	May not be Disclosed	Legally privileged document [s39] and [s67]
j	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
k	May not be Disclosed	Commercial information of Private Body [s68]
l	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s43] and [s69]
m	May not be Refused	Disclosure in public interest [s70]
n	May not be Disclosed	Disclosure of the information would reasonably be expected to cause prejudice to the defence or Security of the Republic [s41(1)(a)]
o	May not be Disclosed	Disclosure would reveal information supplied in confidence by or on behalf of another state or international organization; supplied on behalf of the Republic to another state or international organization; is required to be held in confidence by an international agreement or customary international law. [s41(1)(b)]
p	May not be Disclosed	The request is manifestly frivolous, vexatious or amounts to substantial and unreasonable diversion of resources [s45]



**8. DESCRIPTION OF SERVICES AVAILABLE TO THE PUBLIC**

In light of the industries within which Denel operates, it does not offer its services directly to the public.

Denel is a domestic supplier to the South African National Defence Force and provides services to the South African Navy, as and when required.

Denel also provides services to an international client base, which in some instances include international/foreign state owned companies.

## **9. ARRANGEMENTS FOR PARTICIPATION IN DENEL POLICY FORMULATION**

As indicated above, Denel's sole shareholder is the Department of Public Enterprises. Accordingly, the rights attached to those shares are exercised by the Minister of Public Enterprises and regulated by the provisions of, *inter alia*, the PFMA.

Denel's Board of Directors is appointed by the Minister of Public Enterprises, who must endeavour to ensure that the Board:

1. be appropriately balanced in terms of executive and non-executive Directors, where non-executive directors comprise the majority of the board;
2. be representative of the gender and race demographics of the Republic of South Africa;
3. be appointed on the grounds of their knowledge and experience, which, when considered collectively, should enable the Board to attain the objectives of Denel;
4. when viewed collectively, possess appropriate skills and experience relevant to the business of Denel; and
5. not include persons who are ineligible or disqualified from holding the position of director, as per the Companies Act 71 of 2008 (read together with the common law).

Denel is subject to measures of accountability and transparency in that it is under a duty to report its activities to the Minister of Public Enterprises.

The broad mandate of the Department of Public Enterprises is to implement government priorities and policies through, *inter alia*, ensuring alignment between a state owned company's business strategies, sector department policies and regulatory authorities, with the aim to ensuring that such state owned company is a sustainable business, that provides economic benefit to the Republic of South Africa. The Department of Public Enterprises, accordingly, exercises shareholder oversight of a state owned company under its control, which includes developing and assisting with the implementation of strategies that optimise the positive impact of state owned companies on the economy in general and in accelerating economic growth in particular. This broad mandate of the Department of Public Enterprises accordingly applies to Denel.

The role of the Department of Public Enterprises involves managing state owned companies at three levels, namely:

1. at company level: the Department of Public Enterprises ensures that the company is financially viable and sustainable, and is rigorously managed to deliver on market requirements and conforms to good corporate governance requirements.

2. at industry level: the Department of Public Enterprises endeavours to optimise service delivery from the industry as a whole through defining a strategic role for state owned companies , as well as identifying and facilitating the contribution of other key role players, such as the state owned companies customers and suppliers.
3. at a broader sectoral and regional development level: the Department of Public Enterprises manages the provision of services by a company and the investment or procurement leverage as catalysts for the development of a specific sector or region.

Further information regarding the role of the Department of Public Enterprise's and its functions and mandates relating to state owned companies is available in the its PAIA manual.

**10. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY DENEL**

In circumstances where a requester is aggrieved by the decision, or indecision, of the information officer in relation to a request for access to information, by either refusing access to the entire requested record, a part thereof, or by a decision to extend the time period in which it has to respond to a request, the requester may approach a court, within thirty (30) days from the date upon which such decision, or indecision, has been taken.

**“ANNEXURE A1”****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 6]

**FOR DEPARTMENTAL USE**

Reference number:

Request received by

name and surname of information officer/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) | <i>The particulars of the person who requests access to the record must be given below.</i>                 |
| (b) | <i>The address and/or fax number in the Republic to which the information is to be sent, must be given.</i> |
| (c) | <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>                 |

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.**

- 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 below, 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 for access 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:	
<input type="checkbox"/>	copy of record*
<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc:	
<input type="checkbox"/>	view the images
<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>	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? <b>Postage is payable.</b>				<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO					
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.						
In which language would you prefer the record?						

**G. Notice of decision regarding request for access**

You will be notified whether your request has been approved/denied. If you wish to be informed 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?

Signed at ..... this .....day of..... 20

SIGNATURE OF REQUESTER 1 PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**“ANNEXURE A2”**

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of 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:

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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.<br>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.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	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? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**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.

1. Indicate which right is to be exercised or protected:
2. 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 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?

Signed at..... This..... day of .....20

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**“ANNEXURE B”****FEEES 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(1) are as follows:

ITEM	Rands
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
For a copy in a computer-readable form on -	
stiffy disc	5,00
compact disc	40,00
For a transcription of visual images, for an A4-size page or part thereof	22,00
For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	12,00
For a copy of an audio record	17,00

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) are as follows:

4.1. ITEM	Rands
For every photocopy of an A4-size page or part thereof	0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
For a copy in a computer-readable form on -	
stiffy disc	5,00

compact disc	40,00
For a transcription of visual images, for an A4-size page or part thereof	22,00
For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	12,00
For a copy of an audio record	17,00
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.

4.2. For purposes of section 22(2) of the Act, the following applies:

4.2.1. Six hours as the hours to be exceeded before a deposit is payable; and

4.2.2. one third of the access fee is payable as a deposit by the requester.

4.3. The actual postage is payable when a copy of a record must be posted to a requester.

**FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof
2. The fees for reproduction referred to in regulation 11(1) are as follows:

ITEM	Rands
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on -	
stiffy disc	7,50
compact disc	70,00
For a transcription of visual images, for an A4-size page or part thereof	40,00
For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

4.1. ITEM	Rands
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
For a copy in a computer-readable form on -	
stiffy disc	7,50
compact disc	70,00
For a transcription of visual images, for an A4-size page or part thereof	40,00

For a copy of visual images	60,00
For a transcription of an audio record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00
To search for and prepare the record for disclosure	R30,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

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

4.2.1. Six hours as the hours to be exceeded before a deposit is payable; and

4.2.2. one third of the access fee is payable as a deposit by the requester.

4.3. The actual postage is payable when a copy of a record must be posted to a requester.

## “ANNEXURE C”

