

Record Request Form

| Details of the private body from which you are requesting a record | Name: Address: Email: Telephone number: | | | | | | | |
|--|--|-----------------------------------|--------------------|-----------------------------------|--|--|--|--|
| Your information (please fill out all details requested) Please provide your identity document. If filling out this form for another person, please provide permission or authority to do so. | Name: Identity or registration number: Contact person (if applicable): Email: Telephone number: Address: Identity document attached? <input type="checkbox"/> | | | | | | | |
| Right being exercised or protected Please describe the right you are exercising or protecting by requesting access to the records. | | | | | | | | |
| Description of record being requested* If you need more space, please add a separate page. | <table border="1"> <thead> <tr> <th data-bbox="496 1193 938 1272">Category of record</th> <th data-bbox="946 1193 1380 1272">Description and reference numbers</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1283 938 1361"></td> <td data-bbox="946 1283 1380 1361"></td> </tr> <tr> <td data-bbox="496 1373 938 1451"></td> <td data-bbox="946 1373 1380 1451"></td> </tr> </tbody> </table> | | Category of record | Description and reference numbers | | | | |
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| Fees** | The current fee per request/document is R50 for private bodies. Exempt <input type="checkbox"/> Not exempt <input type="checkbox"/> Reason: | | | | | | | |
| Format in which record is required | <table border="1"> <thead> <tr> <th data-bbox="496 1709 938 1765">Format</th> <th data-bbox="946 1709 1380 1765">Reason (such as disability)</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1776 938 1832"></td> <td data-bbox="946 1776 1380 1832"></td> </tr> <tr> <td data-bbox="496 1843 938 1888"></td> <td data-bbox="946 1843 1380 1888"></td> </tr> </tbody> </table> | | Format | Reason (such as disability) | | | | |
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| Decision | The decision regarding your request will be made to you in writing at the details provided in this form. | | | | | | | |



* Your request for a record may or must be refused on any of the following grounds:

- mandatory protection of the privacy of a third party who is a natural person;
- mandatory protection of commercial information of third party;
- mandatory protection of certain confidential information of a third party;
- mandatory protection of the safety of individuals, and protection of property;
- mandatory protection of records privileged from production in legal proceedings;
- commercial information of a private body; or
- mandatory protection of research information of a third party and a private body.

** Unless exempted, fees may be charged per request or per document requested. Fees may not be charged for accessing your own personal information. For details on exemptions and costs relating to the reproduction of records, please visit <https://justice.gov.za/paia/paia-faq.htm> for the up-to-date information.