

# FORM C 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]

<b>A. Particulars of public boo</b> The Head:	yk									
B. Particulars of person re	questing acce	ess to the rec	cord							
(a) The particulars of the pe				ord mus	et ho di	ivon he	Now			
(b) The address and/or fax i	number in the F	Republic to w	hich the i	nforma	tion is	to be s	ent mu	st be gi	ven.	
(c) Proof of the capacity in v	vnich the reque	est is made, i	f applicab	ile, mus	st be at	tached	1.			
Full names and surname:										
Identity number:			T				 T			 ······
Postal address:										 
Telephone number:	()			. Fax	numb	er: (	)			 
E-mail address:										
Capacity in which request is	made when r	made on beh	alf of ano	ther pe	rson.					 
Supusity in miner request is	mado, mon		an or ano							
C. Particulars of person on	whose behal	If request is	made							
This section must be comple	eted ONLY if a	request for i	nformatio	n is ma	de on	behalf	of anot	her per	son.	
Full names and surname:										 

Identity number:

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## 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.
(h)	If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester

(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. Desc	cription of record or relevant part of the record:
5000	
O Defe	range number if available.
Z. Refe	rence 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
(b)	processed only after a request fee has been paid. 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.
Reasor	n 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 <b>X</b> .							
<ul> <li>NOTES:</li> <li>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</li> <li>(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.</li> <li>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</li> </ul>							
1. If the red	cord is in written or printed for	rm:					
	copy of record*	inspection of record					
	consists of visual images -	deo recordings, computer-generate	ed ima	ges. sketches. e	tc.):		
(	view the images	copy of the images*		transcription of t	-		
3. If record	   consists of recorded words o	 or information which can be reproc	duced	images* in sound:			
	listen to the soundtrack	transcription of soundtrack*					
4 If record	(audio cassette)	(written or printed document) electronic or machine-readable for	rm·				
4. 11 100010	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?  Postage is payable.  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.							
	ster must sign all the additiona						
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:							

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## H. Notice of decision regarding request for access

You will be notified in writing whether your request has been a manner, please specify the manner and provide the necessary	
How would you prefer to be informed of the decision regarding y	our request for access to the record?
Signed at this day	ofyear
	SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE