**Prescribed Form A**

Annexure A

**REQUEST FOR ACCESS TO RECORDS OF:**

**Heiberg Estates CC.**

**(Section 53(1) of the Promotion of Access to Information Act (Act No of 2000)**

**[Regulation 6]**

**FOR INTERNAL USE ONLY**

|  |  |
| --- | --- |
| **Reference number** |  |
| **Request received by** |  |
| **Date request received** |  |
| **Place request received** |  |
| **Request fee (if any)** |  |
| **Deposit (if any)** |  |
| **Access Fee** |  |

**Signature of**

**Information Officer/Deputy Information Officer**

1. **Particulars of the Information Officer / Deputy Information Officer**

The Information Officer/Deputy Information Officer:

**Attention:**

Cheline Peacock

Telephone number: +27 (12) 364 4628

E-mail address: admin@heibergestates.com

Postal Address: Private Bag x1877, Brooklyn Square, 0075 Republic of South Africa

1. **Particulars of requester (person requesting access to information)**

|  |  |
| --- | --- |
| **Full names and surname** |  |
| **Postal address** |  |
| **Identity number** |  |
| **Fax number** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Capacity in which request is**  **made, when made on behalf of another person** |  |

1. *The particulars of the person who requests access to the record must be given below.*
2. *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*
4. **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/company number** |  |

1. **Particulars of record**
2. *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.*
3. *If the provided space is inadequate, please continue on a separate page and attach it to this form.*

***Please sign all additional pages.***

**3. Any further particulars of the record**

**2. Reference number(s), if available**

**1. Full description of the record or relevant part of the record**

1. **Fees**
2. *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.*
3. *You will be notified of the amount required to be paid as the request fee.*
4. *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.*
5. *If you qualify for exemption of the payment of any fee, please state the reason for exemption*

**Reason for exemption from payment of *fees***

1. **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.

|  |  |
| --- | --- |
| **Mark the appropriate box with an X. Notes:**   1. Compliance with your request for access in the specified form may depend on the form in which the record is available. 2. 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. 3. The fee payable for access to the record, if any, will be determined partly by the form   in which access is requested. | |
| **Disability** | **Form in which record is required** |
|  |  |
| 1. **If the record is in written or printed form:**    * copy of record\*    * inspection of record | |
| 1. **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\* | |

|  |
| --- |
| 1. **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) |
| 1. **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 or transcription of a record (above), do you wish the copy or transcription to be posted to you? **Postage is payable**.   * Yes * No |
| In which language would you prefer the record?  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. |

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

You will be notified whether your request has been approved or denied.

If you wish to be informed in another manner, please specify the manner, and proved 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?**

* Postal address
* E-mail
* Fax
* Other. Specify:

Signed at \_ \_ \_ \_ \_\_ \_\_this \_ \_ \_day of \_ \_ \_ \_\_ \_ 20\_\_ \_

**SIGNATURE OF REQUESTER**

**ANNEXURE 2**

**FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF GOVERNMENT NOTICE NO. R. 187 IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002**

* 1. The fee for a copy of the manual as contemplated in regulation 5(c) is R1,10 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:

|  |  |  |
| --- | --- | --- |
| **Description** | | **R/C** |
| (a) For every photocopy of an A4 size paper or part thereof | | 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 | | 0,75 | |
| 1. For a copy in a computer-readable form on –    1. Compact disc | | 70,00 | |
| (d) | (i) For a transcription of visual images, for an A4 size page or part  thereof | 40,00 | |
| (ii) For a copy of visual images | 60,00 | |
| (e) | (i) For a transcription of an audio record, for an A4 size page or part  thereof | 20,00 | |
| (ii) For a copy of audio records | 30,00 | |

* 1. The request fee payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R35,00.
  2. The access fees payable by a requester referred to in Regulation 7(3) are as follows:

|  |  |  |
| --- | --- | --- |
| **Description** | | **R/C** |
| (a) For every photocopy of an A4 size paper or part thereof | | 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 | | 0,75 |
| 1. For a copy in a computer-readable form on –    1. compact disk | | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4 size page or part thereof | 40,00 |
| (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of audio records, for an A4 size page or part thereof | 20,00 |
| (ii) For a copy of an audio record | 30,00 |
| (f) 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. | | |
| 1. For purposes of section 22(2) of the Act, the following applies:    1. Six hours as the hours to be exceeded before a deposit is payable; and    2. One third of the access fee is payable as a deposit by the requester | | |
| (h) The actual postage is payable when a copy of a record must be posted to a requester | | |

* 1. Copies shall be printed in black and white.

**ANNEXURE 3**

**PAIA GLOSSARY**

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| --- | --- |
| **Access fee** | A fee prescribed for the purpose of reproduction, search, and preparation  of records and, if applicable, postal fees. |
| **Date of submission** | The date on which the requester submits the PAIA Request. The Deputy  Information Officer must respond to the request within 30 days of this date. |
| **Deputy Information**  **Officer (DIO)** | The individual in the public body who is responsible for assisting  the Information Officer with the PAIA Request. |
| **Grounds for refusal** | The Section(s) of PAIA referred to by the Information Officer or Deputy  Information Officer in order to refuse a PAIA Request. |
| **Information Officer**  **(IO)** | The individual in the public or private body who is responsible for dealing  with a PAIA Request. |
| **Inventory** | A complete list of items in the custody of a particular public body. |
| **Letter of authorisation** | A letter from an individual who requires the requester to submit a PAIA Request on their behalf in terms of PAIA. The letter must state that the individual authorises the requester (and other representatives from the requester’s organisation, if necessary) to submit a request to access  information in terms of PAIA on their behalf. |
| **PAIA** | The Promotion of Access to Information Act 2 of 2000. |
| **PAIA Request** | The name given to the document(s) submitted to a public body requesting access to information in terms of PAIA. |
| **PAIA Request reference number** | The reference number allocated for an individual PAIA Request. It is advisable to use this reference number throughout all correspondence. |
| **Personal requester** | A requester seeking access to a record containing personal information  about themselves. |
| **Private body** | Generally, any natural person who carries on business, a partnership or a former or existing juristic person, but excludes a public body. |
| **Record** | Any recorded information irrespective of form or medium. |
| **Requester** | An individual seeking or requesting access to records and/or information  held by the State and/or public body. |
| **Request fee** | The fee that must be paid by the requester before a request can be  processed. |