

6. Application Form

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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 Principal: _____

Address: _____

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B. Particulars of person requesting access to the record

Notes:

- a) Please give the particulars of the person who is requesting access to the record.
- b) Please state the address and/or fax number in the Republic to which the information is to be sent.
- c) If applicable, attach proof of the capacity in which the request is made.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone no: _____ Fax no: _____

E-mail address: _____

If this application is being made on behalf of another person, state the capacity in

which you are making it: _____

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(continued on next page)

C. Particulars of person on whose behalf the request is made

Note: this needs to be completed only if the request for information is being made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

Notes:

- a) Provide full particulars of the record to which access is requested, including a reference number (if you know of one) which will help us to locate the record.
- b) If there is not enough space on this form for all the particulars, write the remaining particulars on a separate sheet of paper, sign it, and attach it to this form.

1. Description of the record or relevant part of the record: _____

2. Reference number, available : _____

3. Any further particulars of record: _____

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E. Fees

Notes:

- 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 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 to search for and prepare a record.
- d) If you qualify for exemption from payment of any fee, please state the reason for exemption.

(continued on next page)

Reason for exemption from payment of fees: _____

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F. Form of access to record

If you have a disability which prevents you from reading, viewing or listening to the record in any of the forms of access listed in section 1 of 4 hereunder, please state your disability and indicate the form in which you require the record:

Disability: _____ Form in which record is required: _____

G. Form of access to record (continued)

Notes:

- a) Compliance with your request 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 which case you will be informed if access will be granted in another form.
- c) The fee payable for access to the record will partly be determined by the form in which access is requested.

Mark the appropriate box with an X:

1. If the record is in written or printed form:

copy of the record*

inspection of the record

2. If the record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches etc):

view the images

copy of the images*

transcription of the images*

3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to soundtrack
(audio cassette)

transcription of soundtrack (written or
printed)*

(continued on next page)

4. If the record is held on a computer, or in electronic or machine-readable form:

printed copy of record*

printed copy of information derived from the record

copy in machine-readable form (stiffy or compact disc)*

If you have requested the record in any of the forms marked *, YES NO do you want it to be posted to you? If so, postage will be payable.

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H. Particulars of right to be exercised or protected

If the space provided is not adequate, please continue on a separate sheet, sign it, and attach it to this form.

Indicate which right is to be exercised or protected: _____

Explain why you need the requested record to exercise or protect the aforementioned right: _____

I. Notice of decision regarding request for access

You will be notified in writing whether your application has been approved or denied. If you wish to be informed in some other manner, please specify it and give details to enable us to comply with your request:

How would you prefer to be informed of our decision regarding your request for access to the record?

Continued on next page)

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SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF THE REQUEST IS MADE