

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]

A. Particulars of private body

The Head: _____ **A**

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.
 (b) Furnish an address and/or fax number in the Republic to which information must be sent.
 (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity/passport number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____ **C**

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: _____ **C**

Identity/passport number: _____ **C**

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 (page) and attach it to this form. **The requester must sign all the additional folios.**

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

2. Reference number, if available: _____ **E**

3. Any further particulars of record: _____ **F**

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. **1**

TIPS ON HOW TO COMPLETE FORM C

A You must provide the details of the person responsible for receiving the PAIA Requests, as well as the full name of the **private body**. This information is sometimes provided online – if you are unable to access this information online contact the **private body** and ask them directly. The **Information Officer (IO)** of a **private body** is always the Head of the body, e.g. CEO, MD or DIRECTOR.

B The **requester** (person who is submitting the PAIA Request) must provide these details. This person is then responsible for follow up and future action regarding the PAIA Request.

Filling in contact details:

If you do not supply valid contact details your form will not be processed. If you do not have a fax number or e-mail address, leave these sections blank. The **IO** will not be able to contact you if you provide incorrect or outdated contact details.

C If you are not submitting the PAIA Request on behalf of another person or organisation, leave this section blank.

If you are submitting the PAIA Request on behalf of another person or organisation, fill in your capacity, e.g.:

- Research Assistant
- Paralegal Adviser
- Next of kin
- Advocate

D Provide as concise and accurate information as possible concerning the record itself (e.g. annual reports, training manuals or records detailing...): refer to dates (e.g. 2005 – 2006) use bullets and/or numbering for clarity if the request is for more than one record. (See page 3 for examples).

E You may have this information (from a Report that you read, or by coming across information online/in a pamphlet/advertisement, or you may have seen an **Inventory** of the information). Leave blank if you have no reference number.

F Relevant and concise information that may be useful to assist the private body to locate the **record**. e.g. date **record** was created or the title of an agreement that may relate to the **record**.

FEES:

1 The standard amount for the **request fee** charged by a **private body** is R50. A **personal requester** (i.e. if the **requester** is seeking access to a record containing personal information about themselves) is exempt from paying **request fees**. **Access fees** are additional.

NB! Requesters with a low income are not exempt from paying **request fees** and **access fees** to a **private body**.