

11.1 Annexure 1: FORM A: HSRC request form

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

**Section 18 (10 of the Promotion of Access to Information Act, 2000
(Act no 2 of 2000) [Regulation 6]**

FOR DEPARTMENTAL USE

Reference Number: _____

Request received by: _____
(Name and surname of Information Officer / Deputy Information Officer)

On _____ (date) at _____ (place) _____

Request fee (if any): R
Deposit (if any): R
Access fee: R.....

Signature of the Information Officer/Deputy Information Officer

A: Particulars of the public body

The Information Officer/Deputy Information Officer:

B: Particulars of person requesting access to the record

- a) The particulars of the person who requests access to the record must be given below.
- b) The address and/or fax number in the Republic to which the information is to be

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which the request is made, when made on behalf of another person:

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

This section must be completed ONLY if a

Full names and surname: _____

Identity number: _____

D: Particulars of the record requested

- 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 to a separate folio and attach it to this form.

The requester must sign all the additional folios.

Description of record or relevant part of the record:

Reference number, if available: _____

Any further particulars of the record: _____

E: Fees

- a) A request for access to a record, other than 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 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.

Reason for exemption from payment of fees:

<p>Reason for exemption from payment of fees:</p>
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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 1-4 below, state your disability and indicate in which form the record is required.

Disability	Form in which record is required	
Notes:		
<p>a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>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 format.</p> <p>c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>		
Mark the appropriate box with an X		
1. If the record is in written or printed form:		
<input type="checkbox"/> Copy of record *	<input type="checkbox"/> Inspection of record	
2. If the record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.)		
<input type="checkbox"/> View the images	<input type="checkbox"/> Copy of the images *	<input type="checkbox"/> Transcription of the images *
3. If the record consists of recorded words or information which can be reproduced in sound:		
<input type="checkbox"/> Listen to the soundtrack (audio cassette)	<input type="checkbox"/> Transcription of soundtrack * (written or printed document)	

4. If the record is held on computer or in an electronic or machine-readable form:					
	Printed copy of the record *		Printed copy of the information derived from the record *		Copy on computer-readable form *
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES	NO
Postage is payable					
<p style="text-align: center;">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.</p>					

G: Notice of decision regarding request for access

You will be notified whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide 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?

Signed at this day of 20.....

Signature of requester / person on who's behalf request is made