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 :						
B.	Particulars of Persor	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 the information is to be sent must be given.						
(c) Proof of the capacity in which the request is made, if applicable, must be attach							
	Full Names and Surna	me :					
	Identity Number	:					
	Postal Address	:					
	Telephone Number	:					
	Fax Number	:					
	E-mail Address	:					
	Capacity in which requ	est is made, when made on behalf of another person:					
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C. Particulars of Person on Whose Behalf Request is Made

This pers	s section must be completed only if a request for information is made on behalf of another son.						
	Full Names and Surname :						
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 and attach it to this form. The requester must sign all the additional folios.						
1.	Description of Record or Relevant Part of the Record:						
2.	Reference Number, if available:						
3.	Any Further Particulars of Record:						

F	Fees
┗.	1 663

- (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 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:	

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 "X".

Notes:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (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.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

If the Record is	in writter	or pri	nted form -				
Copy of Record*			Inspection of Rec	ord			
			_	compu	uter-generated im	ages, sk	etches,
View the Images			Copy of the Imag	es*	Transcription	of the In	nages*
If record consis sound -	ts of reco	orded v	vords or informat	ion wh	ich can be repro	duced i	n
listen to the soun (audio cassette)	ıdtrack		•				
If record is held	on comp	outer o	r in an electronic	or mac	hine-readable fo	orm -	
printed copy of Record*	in	formati	on derived from		form*		ıble
anscription to be po	osted to y	ou?		e), do y	ou wish the copy	Yes	No
	•	•		eparate	e folio and attach	it to this	form.
Indicate which righ	nt is to be	exercis	sed or protected:				
		ed reco	ord is required fo	or the	exercising or p	orotection	n of the
	Copy of Record* If Record consis (this includes phoetc.) View the Images If record consis sound - listen to the sound (audio cassette) If record is held printed copy of Record* ou requested a copy anscription to be printed as payable. Particulars of Right provided space is equester must signature which right and contains the contains and contains the contains and contains the contains and contains the contains	If Record consists of visic (this includes photographs etc.) View the Images If record consists of record sound - listen to the soundtrack (audio cassette) If record is held on compart of Record* printed copy of Record* printed copy of Record* printed copy of Record in the conscription to be posted to your age is payable. Particulars of Right to Be provided space is inadequate equester must sign all the conscription in the conscription in the conscription and the conscription are the conscription to be posted to your age is payable.	Copy of Record* If Record consists of visual ima (this includes photographs, slides etc.) View the Images If record consists of recorded v sound - listen to the soundtrack (audio cassette) If record is held on computer or printed copy of Record* printed copy of Record* printed copy of transcription anscription to be posted to you? age is payable. Particulars of Right to Be Exercitate provided space is inadequate please equester must sign all the additional control of the requested records. Explain why the requested records.	If Record consists of visual images - (this includes photographs, slides, video recordings, etc.) View the Images	Inspection of Record If Record consists of visual images - (this includes photographs, slides, video recordings, computetc.) View the Images If record consists of recorded words or information where sound - Iisten to the soundtrack (audio cassette) If record is held on computer or in an electronic or made printed copy of information derived from the Record* Du requested a copy or transcription of a record (above), do ynascription to be posted to you? In age is payable. Particulars of Right to Be Exercised Or Protected Indicate which right is to be exercised or protected: Explain why the requested record is required for the requested for the requested for the requirements.	Inspection of Record If Record consists of visual images - (this includes photographs, slides, video recordings, computer-generated imetc.) View the Images Copy of the Images* Transcription If record consists of recorded words or information which can be represended. Iisten to the soundtrack (audio cassette) If record is held on computer or in an electronic or machine-readable for printed copy of information derived from the Record* Pure requested a copy or transcription of a record (above), do you wish the copy anscription to be posted to you? Age is payable. Particulars of Right to Be Exercised Or Protected Provided space is inadequate please continue on a separate folio and attach requester must sign all the additional folios. Explain why the requested record is required for the exercising or process.	Inspection of Record If Record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sk etc.) View the Images Copy of the Images* Transcription of the In If record consists of recorded words or information which can be reproduced is sound - listen to the soundtrack (audio cassette) If record is held on computer or in an electronic or machine-readable form - printed copy of information derived from the Record* or requested a copy or transcription of a record (above), do you wish the copy anscription to be posted to you? age is payable. Particulars of Right to Be Exercised Or Protected provided space is inadequate please continue on a separate folio and attach it to this equester must sign all the additional folios. Explain why the requested record is required for the exercising or protection.

H. Notice of Decision Regarding Request for Access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

 _, this	day of	200	