



**Application form to request access to a record of the Company in terms of the Promotion of Access to Information Act, Act No.2 of 2000 (as amended) and the Protection of Personal Information Act, Act No 4 of 2013 (as amended).**

**A. 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, fax number and/or email address within the Republic of South Africa to which the information should be send, must be given.
- C. Proof of capacity in which the request is made must be attached (if applicable)

Full Names and Surname: \_\_\_\_\_

Identity Number																				
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Postal Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

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

\_\_\_\_\_

**B. Particulars of person on whose behalf request is made.**

This section must **ONLY** be completed if a request for information is made on behalf of another person.

Full Names and Surname: \_\_\_\_\_

Identity Number																				
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**C. Particulars of record.**

- A. Provide full details of the record to which access is required.
- B. If the provide space is inadequate, please continue on a separate page/annexure and attach it to this form. The requested must sign all additional pages.

**1. Description of record or portion of the record.**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**2. Reference Number / Heading (If Applicable)**

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**3. Any further particular of record.**

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**4. Reason why record is requested / reason person requesting access believes they are entitled to request record.**

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| a) | A request for access 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. Fees.**

**E. Notice of Decision regarding request for access to record.**

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

You will be notified in writing 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.
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Signed at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE**

**FOR INTERNAL USE**

Request received from:

Acting on Behalf of: \_\_\_\_\_ (if applicable)

Fee Payable received: \_\_\_\_\_

\_\_\_\_\_  
Signature of Information Officer of the Company