



Section 51 Manual



In terms of the Promotion of Access to Information Act No 2 of 2000

Debtpack Group of Companies

Private Body

Updated - Tuesday, November 17, 2009



Debtpack 

PREAMBLE

Promotion of Access to Information Act 2 of 2000

On 9 March 2001, the Promotion of Access to Information Act, became operative, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith. (Section 32(2))

This document serves as the Debtpack Group's information manual and provides reference to the records held by Group Companies and the process to request access to such records.

Debtpack Group of Companies

The term "Debtpack Group" refers to the Holding Company, Debtpack Holdings (Pty) Ltd, and all, some or one of its subsidiaries;

Subsidiaries

Softsolutions (Pty) Ltd
Debtpack (Pty) Ltd
QuickForm (Pty) Ltd
DebtManager (Pty) Ltd.

Availability of this manual

A copy of this manual is available to the public for inspection at www.debtpack.com or on request from the designated contact person.

CONTACT PERSON

S 51(1)(b) Contact Details

The Group Managing Director is responsible for the administration of and compliance with the Act in a fair objective and unbiased manner.

Contact Name: Adv. Andre Maas
Postal Address: P O Box 12328
Colbyn, 0028
Telephone number: +27 12 3421053
Fax Number: +27 12 3421054
E-mail address: andrem@debtpack.com

HRC GUIDE

S 51(1)(b) Guide for Requesters on how to use the Act

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. Get the Guide @ <http://www.sahrc.org.za>

Postal Address: Private Bag 2700
Houghton, 2041
Phone Number: +27 (11) 484 8300
Fax Number: +27 (11) 484 0582
E-mail: PAIA@sahrc.org.za

AUTOMATIC DISCLOSURE

S 51(1)(b) Records Automatically Available to the Public

The section 52(2) notice regarding above categories of records has not been published.

LEGISLATIVE RECORDS

S 51(1)(d) **Records held in accordance with other legislation**

- ✓ Administration of Estates Act, No. 66 of 1965
- ✓ Arbitration Act No. 42 of 1965
- ✓ Basic Conditions of Employment Act, No. 75 of 1997
- ✓ Broad Based Black Economic Empowerment Act, No. 53 of 2003
- ✓ Closed Corporations Act No. 69 of 1984
- ✓ Companies Act, No.61 of 1973
- ✓ Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- ✓ Competition Act, No. 89 of 1998
- ✓ Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- ✓ Constitution of South Africa Act, No. 108 of 1996
- ✓ Copyright Act, No.98 of 1987
- ✓ Credit Agreements Act No. 75 of 1980
- ✓ Currency and Exchanges Act No. 9 of 1933
- ✓ Debtor Collectors Act No. 114 of 1998
- ✓ Deeds Registries Act, No.47 of 1937
- ✓ Electronic Communications and Transactions Act, No. 2 of 2000
- ✓ Employment Equity Act, No. 55 of 1998
- ✓ Environment Conservation Act, No. 73 of 1989
- ✓ Firearms Control Act, No. 60 of 2000
- ✓ Financial Advisory and Intermediary Services Act, No.37 of 2002
- ✓ Financial Intelligence Centre Act, No. 38 of 2001
- ✓ Formalities in Respect of Leases of Land Act, No.18 of 1969
- ✓ Harmful Business Practices Act No. 23 of 1999
- ✓ Income Tax Act, No.58 of 1962
- ✓ Income Tax Act No. 95 of 1967
- ✓ Insurance Act No 27 of 1943,
- ✓ Intellectual Property Laws Amendments Act No. 38 of 1997
- ✓ Labour Relations Act, No. 66 of 1995
- ✓ Long Term Insurance Act, No. 52 of 1998
- ✓ National Building Regulations and Building Standards Act, No.103 of 1997National Credit Act No 34 of 2005.
- ✓ National Credit Act
- ✓ National Road Traffic Act, No.93 of 1996
- ✓ Occupational Health and Safety Act, No. 85 of 1993
- ✓ Post Office Act No. 44 of 1958
- ✓ Promotion of Access to Information Act, No. 2 of 2000
- ✓ Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000
- ✓ Protected Disclosures Act, No. 26 of 2000
- ✓ Patents Act, No. 57 of 1987
- ✓ Regulation of Interception of Communications and Provisions of Communication Related Information Act, No. 70 of 2002
- ✓ SA Reserve Bank Act No. 90 of 1989
- ✓ Sales and Service Mailers Act, No.25 of 1964
- ✓ Skills Development Act, No. 97 of 1997
- ✓ Skills Development Levy Act, No. 9 of 1999
- ✓ Short Term Insurance Act, No. 53 of 1998
- ✓ Securities Services Act, No. 36 of 2004
- ✓ South African Reserve Bank Act, No. 90 of 1989
- ✓ Tobacco Products Control Act, No. 12 of 1999
- ✓ Trade Marks Act, No. 194 of 1993
- ✓ Transfer Duty Act, No. 40 of 1949
- ✓ Unemployment Insurance Act, No. 63 of 2001
- ✓ Value-added Tax Act. No. 89 of 1991



RECORDS HELD

S 51(1)(e) **Records Subject and Categories**

The following information is available by special request, Sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject.

Client Records

Debtpack has various delivery channels which can be viewed @ www.debtpack.com and www.quickform.co.za The following categories of client records are held:

- ✓ Client Contracts
- ✓ Client Correspondence
- ✓ Client Business Information
- ✓ Client Scoping Files
- ✓ Client Project Files
- ✓ Client Business Rules
- ✓ Client Draft and Final Debtpack Setup Documents
- ✓ Client Helpdesk Queries and Answers
- ✓ Legal Documentation
- ✓ Proposal and Tender Documents
- ✓ Project Plans
- ✓ Solution Methodologies
- ✓ Billing Records
- ✓ Electronic Data Backups
- ✓ Electronic Data Dumps
- ✓ Electronic Workflows

Corporate Governance

- ✓ Codes of Conduct
- ✓ Corporate Social Investment Records
- ✓ Board Meeting Minutes
- ✓ Executive Committee Meeting Minutes
- ✓ Risk Management Records
- ✓ Legal Compliance Records
- ✓ Policies
- ✓ BEE Compliance

Finance and Administration

- ✓ Accounting Records
- ✓ Annual Financial Statements
- ✓ Agreements
- ✓ Banking Records
- ✓ Correspondence
- ✓ Invoices and Statements
- ✓ Management Reports
- ✓ Tax Records and Returns
- ✓ SARS Returns
- ✓ Statistics SA Returns

Human Resources

- ✓ Accounting and Payroll Records
- ✓ BEE Statistics
- ✓ Career Development Records
- ✓ Personnel Information
- ✓ Employment Equity Reports
- ✓ General Terms of Employment
- ✓ Letters of Employment
- ✓ Work place skills plans
- ✓ Leave Records
- ✓ Performance Management Records
- ✓ Employee benefits arrangements rules and records
- ✓ Policies and Procedures
- ✓ Returns to UIF
- ✓ Retirement Benefit
- ✓ Medical Aid Records

RECORDS HELD

Information Management and Technology

- ✓ Contracts and Agreements
- ✓ Equipment Register
- ✓ Software Code
- ✓ System documentation and manuals;
- ✓ Project, disaster recovery and implementation plans;
- ✓ Know-how and Algorithms,
- ✓ Firewall and Network Policy & Setups
- ✓ Information (Internet & Computer) Policies, Standards,
- ✓ Procedures and Guidelines
- ✓ Licences
- ✓ Applications and programs
- ✓ Data bases
- ✓ Intra and Inter company e-mail,

Training

- ✓ Training Material
- ✓ Training Records and Statistics
- ✓ Training Agreements

Finance and Administration

- ✓ Accounting Records
- ✓ Annual Financial Statements
- ✓ Agreements
- ✓ Banking Records
- ✓ Correspondence
- ✓ Banking details and bank accounts;
- ✓ Debtors/Creditors statements and invoices;
- ✓ I General ledgers and subsidiary ledgers;
- ✓ General ledger reconciliation
- ✓ Invoices and Statements
- ✓ Management Reports
- ✓ Tax Records and Returns
- ✓ SARS Returns
- ✓ Statistics SA Returns

Information and Research

- ✓ Research Files
- ✓ White Papers

Marketing and Communication

- ✓ Proposal Documents
- ✓ New Business Development
- ✓ Marketing Strategies
- ✓ Communication Strategies
- ✓ Agreements
- ✓ Marketing Brochures

Operations

- ✓ Access Control Records
- ✓ Agreements
- ✓ Archival Administration Documentation
- ✓ Communication Strategies
- ✓ Contracts
- ✓ General Correspondence
- ✓ Order forms
- ✓ Telecommunications traffic
- ✓ Patents and Trade Mark Documents
- ✓ Insurance Documentation
- ✓ PABX Management Information
- ✓ Service level agreements
- ✓ Travel Documentation
- ✓ Used Order Books
- ✓ Vehicle Registration Documents
- ✓ Customer complaints

RECORDS HELD

Secretarial Services

- ✓ Applicable statutory documents such as but not limited to certificates of incorporation and certificates to commence business
- ✓ Annual Reports
- ✓ Corporate Structure Diagrams
- ✓ Powers of attorneys;
- ✓ Delegation of authority
- ✓ Project, disaster recovery and implementation plans
- ✓ Memoranda and Articles of Association
- ✓ Share Registers
- ✓ Statutory Returns to Relevant Authorities
- ✓ Share Certificates
- ✓ Shareholder Agreements
- ✓ Meeting Minutes

Procurement

- ✓ Policies and Procedures;
- ✓ Reports and Supporting documentation;
- ✓ Tender documentation;
- ✓ Security documents;
- ✓ Delivery records
- ✓ Goods received
- ✓ Goods returned

Legal

- ✓ Contracts;
- ✓ Commercial disputes; and
- ✓ Litigation.
- ✓ Any agreements related to the operations of Debtpack
- ✓ Inter-operator settlements;
- ✓ Workplace and Union agreements and records,
- ✓ Employment agreements, contracts.
- ✓ Contractors agreements
- ✓ Standard Terms and Conditions for supply of Services, Products and Software;
- ✓ Software Contractor, client and supplier agreements and information;

Other Party Records

- ✓ Personnel, customer of Private Body records which are held by another party (e.g. marketing agent), as opposed to the records held by the Private Body itself;
- ✓ Records relating to the Private Body's marketers/agents
- ✓ Records held by Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers;



ACCESS REQUESTS

S 51(1)(e) Access Request Procedure

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

Completion of Access to Information Form

- ✓ In order to facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:
 - ✓ The Access Request Form must be completed.
 - ✓ Proof of identity is required to authenticate the identity of the requester. Therefore in addition to the access form, requestors will be required to supply a copy of their identification document.
 - ✓ Type or print in BLOCK LETTERS an answer to every question.
 - ✓ If a question does not apply, state N/A in response to that question.
 - ✓ If there is nothing to disclose in reply to a particular question state !(nil] in response to that question.
 - ✓ If there is insufficient space on a printed form, additional information may be provided on an additional attached folio.
 - ✓ When the use of an additional folio is required, precede each answer with the applicable title.

Submission of Access Request Form

- ✓ The completed Access Request Form together with a copy of the identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.
- ✓ This fee is not applicable to Personal Requesters, referring to any person seeking access to records that contain their personal information.
- ✓ An initial, request fee of R57.00 (incl. VAT) is payable on submission.

Payment of Fees

- ✓ Payment details can be obtained from the contact person as indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.
- ✓ The access fee must be paid prior to access being given to the requested record.
- ✓ If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees
- ✓ If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

SECURITY AND NON-DISCLOSURE AGREEMENT

Between

Debtpack Holdings (Pty) Ltd and or Softsolutions (Pty) Ltd and or Debtpack Online (Pty) and or
Ltd and or Quickforms (Pty) Ltd and or DebtManager (Pty) Ltd
(hereinafter referred to as "The Discloser")
With details as per section two and three of the PAIA Section 51 Manual.

and

The Requestor

With details as per part B of Request form A (hereinafter referred to as "Request form A") contained
in the PAIA Section 51 Manual of The Discloser.

As indicated herein, the party disclosing the requested information is referred to as the "The Discloser"
and the party requesting the Information is referred to as "The Requestor".

1.1 WHEREAS

- The Requestor wishes to acquire or obtain information from The Discloser in terms of the
promotion of Access to Information Act,

and
- The Discloser may, based on the use and/or purpose thereof, and at its own discretion, make
available the said information to The Requestor, who may obtain the said requested
proprietary information, technical knowledge, experience, specimens and data of a secret and
confidential nature relating to the main business and any subsidiary concerns of The Discloser
as specified in 2.4 of The Discloser's PAIA Section 51 Manual, all of which are regarded by
The Discloser as valuable commercial assets of a highly confidential nature herein after
referred to as ("information");
- during the course of the request, and/or discussions, negotiations, meetings, telephonic
discussions, emails, faxes and/or other activities (including, and without limitation to the
particular media type, visits or demonstrations) between the parties, each party may receive,
observe or otherwise have access to information that
 - (a) relates to The Disclosers past, present and/or future business activities, research,
development, products, services, knowledge and know-how and;
 - (b) either has been identified in writing as confidential or is of such a nature (or has
been disclosed in such a way) that it is obvious or should be obvious to the other party
that it is claimed as confidential ("Information").

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS REGARDING INFORMATION

1. USE OF INFORMATION

- 1.1 Information of The Discloser may be used by the Requestor only for the use and/or
purpose(s) set forth in Request form A as contained in the PAIA Section 51 Manual of
The Discloser. The Requestor agrees to protect the confidentiality of the said
Information in the same manner as they would protect the confidentiality of their own
proprietary and confidential information, and furthermore by using reasonable care.

The requestor shall not be considered in breach of the terms of this Agreement if it adheres to these standards of care.

- 1.2 Except for the use and/or purpose(s) set forth in the Requestor Form A of The Discloser's PAIA section 51 Manual, the confidential Information of The Discloser may not be copied, reproduced, distributed, disseminated, sold or divested in any way, form or manner to any third party now or at any time in the future.
- 1.3 The Discloser provides the Confidential Information "AS IS" and without prejudice to any of its rights by virtue thereof.
- 1.4 The Requestor shall:
 - 1.4.1 treat as strictly confidential, any and all Information in any from given or made known to the Requestor;
 - 1.4.2 keep all said information obtained secret towards third parties and only use the information for the purpose as indicated in the Requestor Form A and to disclose same to their employees only on the basis of the need to know;
 - 1.4.3 accept responsibility for the observance of the Secrecy Agreement by their employees;
 - 1.4.4 cause all of their employees who are directly or indirectly given access to the said proprietary and secret information to execute Secrecy Undertakings in a form acceptable to The Discloser in order to protect The Discloser against the unauthorised use or disclosure of such information to any third party and to fully co-operate in the enforcement of such Secrecy Undertakings.

2. OWNERSHIP OF CONFIDENTIAL INFORMATION

- 2.1 Confidential Information disclosed under this Agreement shall at all times remain the property of The Discloser. No rights in or to the material disclosed, is granted by this Agreement nor any disclosure of Confidential Information under this Agreement except as provided herein. All Information made available under this Agreement, including copies thereof, shall be returned to The Discloser, upon The Discloser's request or consent, and/or destroyed upon the first to occur of :
 - 2.1.1 completion of the purpose(s) set forth in this Agreement; or
 - 2.1.2 the reasonable request of The Discloser;
- 2.2 Disclosure of Information shall not constitute any representation, warranty, assurance, guarantee or inducement by The Discloser with respect to infringement of the rights of third parties. No warranty or representation as to the accuracy, completeness, or technical or scientific quality of any Confidential Information is provided herein. WITHOUT RESTRICTING THE GENERALITY OF THE AFOREGOING, The Discloser MAKES NO REPRESENTATION OR WARRANTY AS TO USABILITY OR SUITABILITY FOR A PARTICULAR PURPOSE OF ANY INFORMATION DISCLOSED HEREUNDER.

3. EXCLUSIONS

Nothing in this Agreement shall prohibit or limit the Requestors use of information (including, but not limited to, ideas, concepts, know-how, techniques, and methodologies):

- 3.1 that at the time of disclosure is published or otherwise generally available to the public;
- 3.2 that after disclosure by The Discloser is published or becomes generally available to the public, other than through any act or omission on the part of The Discloser;
- 3.3 that the Requestor can show was in his/her possession at the time of disclosure and which was not acquired directly or indirectly from The Discloser;
- 3.4 that was lawfully acquired from others who did not obtain it under pledge of secrecy to The Discloser;
- 3.5 that The Discloser is obliged to disclose in terms of an order of Court, subpoena or other legal process.

4. **BREACH**

It is acknowledged that any breach of this Agreement by the Requestor would cause The Discloser irreparable injury and damage not compensable in monetary damages alone. Accordingly, in the event of a breach, or the threat of a breach, The Discloser, in addition to its other remedies, is entitled to a restraining order, preliminary injunction or similar relief so as to specifically enforce the terms of this Agreement or prevent, cure or reduce the adverse effects of the breach.

5. **GOVERNING LAW**

This Agreement shall be deemed to be an Agreement made in the Republic of South Africa and subject to South African Law.

6. **ENTIRE AGREEMENT**

This Agreement is the only and exclusive agreement between The Discloser and the Requestor with respect to the subject matter of this Agreement, and it supersedes all prior or contemporaneous representations, promises, inducements, proposals, discussions and other communications.

7. **CANCELLATION**

This agreement will remain in effect for a period of 5 years, unless cancelled by The Discloser.

8. **GENERAL PROVISIONS**

- 9.1 No furnishing of Confidential Information and no obligation hereunder shall be construed to obligate The Discloser to: (a) enter into any further agreement or negotiation with or make any further disclosures.
- 9.2. The Requestor shall not directly or indirectly use or cause the use of the Information obtained from The Discloser to the disadvantage of The Discloser or to the advantage of a third party's competitive ability.
- 9.3 No public announcement or disclosure beyond those disclosures authorised for Information in the Requestor form A may be made by the Requestor.

FORMS

S 51(1)(e) **Access Request Form A**

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REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act No 2 of 2000) [Regulation 10]

1 PARTICULARS OF BODY

Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:

Debtpack

Contact person: **Andre Maas**
Postal address: **P O Box 12328, Hatfield, 0028**
Physical address: **1310 Church Street, Pretoria, 0002**
Phone number: **+ 27 (12) 342 1053**
Fax number: **+ 27 (12) 342 1053**
E-mail: **andrem@debtpack.com**

2 PARTICULARS OF REQUESTER (If Natural Person)

- (a) 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 Number: _____

Postal address: _____

Postal code: _____

Phone number: () _____

Fax number: () _____

Email address: () _____

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



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2b PARTICULARS OF REQUESTER (If Legal Entity)

- (a) 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.

Name of Entity: _____

Registration No: _____

Postal address: _____

Postal code: _____

Phone number: () _____

Fax number: () _____

Email address: () _____

3 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:

4 PARTICULARS OF RECORD

(a) Provide full particulars of the record to which access is requested, including the reference number if it 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.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

5 FEES

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a non-refundable request fee of R57.00 has been paid.
- (b) 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 the record.
- (c) You will be notified of the required amount to be paid as the access fee.
- (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: _____

6a FORM OF ACCESS TO RECORD

Form In which record is required

Mark the appropriate box with an X.

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 under certain circumstances. In such a case you will be informed whether 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.

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

- Copy of record* Inspection of record

2. If record consists of visual images:

(this includes 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 information that can be reproduced in sound:

- Listen to the soundtrack
(audio cassette) Transcription of soundtrack*
(written or printed document)

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

(this includes photographs, slides video recordings, computer-generated images, sketches, etc.)

- Printed copy of record* Printed copy of
information derived from
the record. Copy in computer
readable form* (stiffy or
compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.

Yes	No
-----	----



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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.

In which language would you prefer the record? _____

6b In the event of disability

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in Ito 4 above, state your disability and indicate in the form in which the record is required.

Disability: _____ Form in which record is required: _____

7 PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all additional folios.**

1. Indicate the right to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

8 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 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?

9 Signed at _____ this _____ day of _____ 20_____

**Signature of Requestor/Person on
whose Behalf request is made**

5 YOU MUST:

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

SEND WITH THIS APPLICATION:

1. R57.00 request fee (if not personal requester).
2. Any additional folios completed.
3. Copy of Identity Document

FEES

S 51(1)(e) **Prescribed Fees**

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Section 54(7) of the Promotion of Access to Information Act No 2 of 2000. Regulation 11(3)

1 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- | | | |
|-----|--|---------------|
| (a) | For every photocopy of an A4-size page or part thereof | R 1.25 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form | R .85 |
| (c) | For a copy in a computer-readable form on | |
| | (i) stffty disc | R 8.55 |
| | (ii) compact disc | R79.80 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R45.60 |
| | (ii) For a copy of visual images | R68.40 |
| (e) | (i) For a transcription of an aL record, for an A4-size page or part thereof | R22.80 |
| | (ii) For a copy of an audio record | R34.20 |
| (f) | To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation | |

Section 54(2) of the Promotion of Access to Information Act No 2 of 2000.

Regulation 11(3)

2 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

Section 54(7) of the Promotion of Access to Information Act No 2 of 2000.

Regulation 11(3)

3 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

The actual postage fee is payable when a copy of a record must be posted to a requester.