

ACCESS REQUEST FORM

Page 1 of 5	FOR OFFICE USE ONLY	Reference Number: Received by:
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(Section 53(1)(e) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

1 PARTICULARS OF BODY

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

MR PRICE GROUP LIMITED

Contact person: Ms Helen Ellis Jenvey

Postal address: Po Box 912, Durban 4000

Physical address: Upper Level, North Concourse, 65 Masabalala Yengwa Avenue, Durban 4001

Telephone number: +27 31 310 8000

Fax number: +27 31 304 3725

E – mail : hjenvey@mrpricegroup.com

Website : www.mrpricegroup.com

2a 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:

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Postal address: _____

Postal code: _____

Phone number: (_____) _____

Fax number: (_____) _____

E-mail address: _____

Any further particulars of record: _____

5 FEES

- (a) A request for access to a record, other than a 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 amount required 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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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 1 to 4 above, state your disability and indicate 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 REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

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 (if not personal requester) request fee .
2. Any additional folios completed.

PRESCRIBED FEES

(Section 54(7) of the Promotion of Access to Information Act, 2000 (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 of part thereof held on a computer or in an electronic or machine-readable form	R 0.85
(c) For a copy in a computer-readable form on	
(i) stiffy 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 audio 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, 2000 (Act No. 2 of 2000)] [Regulation 11 (3)]	
2 PLEASE NOTE THAT ALL PRICES FOR THE ITEMS 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, 2000 (Act No. 2 of 2000)] [Regulation 11 (3)]	
3 PLEASE NOTE THAT THE PRICE FOR THE ITEMS LISTED BELOW IS INCLUSIVE OF VALUE-ADDED TAX (VAT)	
The actual postage fee is payable when a copy of a record must be posted to a requester.	

ADDITIONAL PRESCRIBED INFORMATION

The Minister of Justice has prescribed no additional information.

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