

REQUEST FOR ACCESS TO A RECORD OF

COROBRIK (PTY) LTD

[SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000]
[REGULATION 10]

A. Particulars of Corobrik (Pty) Ltd

Corobrik (Pty) Ltd 20 Tncoro Road, Durban North, 4051 PO Box 201 367, Durban North, 4016 Telephone No : 031 - 560 3911 Facsimile No : 031 - 565 1532 Email :
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The Information Officer: **JP Thessal**

B. Particulars of person requesting access to the record

- | |
|---|
| <ol style="list-style-type: none">1. <i>The particulars of the person who requests access to the record must be given below.</i>2. <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i>3. <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |
|---|

Full names and surname : _____

Identity Number : _____

Postal address : _____

Facsimile no. : _____

Contact telephone number : _____

E-mail address : _____

Capacity in which request is made, when made on behalf of another person :
(attach proof of capacity, eg power of attorney, resolution)

C. Particulars of person on whose behalf request is made

This section must only be completed if a request is made on behalf of another person.

Full names and surname : _____

Identity Number : _____

Postal address : _____

Facsimile no. : _____
Contact telephone number : _____

E-mail address : _____

D. Particulars of record

- 1. 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.
- 2. If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1 Description of record and all relevant parts of the record

2 Reference number, If available : _____

3 Any further particulars of record

E. Fees

- | | |
|----|--|
| 1. | <i>A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.</i> |
| 2. | <i>You will be notified of the amount required to be paid as the request fee.</i> |
| 3. | <i>The fee payable for access to the record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i> |
| 4. | <i>If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.</i> |

Reason for exemption from payment of fees :

F. Form of access to record

<i>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 hereunder, state your disability and in which form the record is required.</i>	
Disability	Form in which record is required
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

<i>Mark the appropriate box with an "X".</i>			
NOTES:			
1.	<i>Your indication as to the required form of access depends on the form in which the record is available.</i>		
2.	<i>Access in the form requested may be refused in circumstances. In such a case you will be informed if access will be granted in another form.</i>		
3.	<i>The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.</i>		
1. If the record is in written or printed form -			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images – (this includes photographs, slides, video recordings, computer generated images, sketches, etc)			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	transcription of the images *
3. If 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 record is held on computer or in an electronic machine-readable form -					
	Printed copy of record *		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)

Mark your choice below. **REMEMBER:** If you require a record to be posted to you, you will have to pay a postal fee.

* 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
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G. Particulars of right to be exercised or protected

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

1 Indicate which right is to be exercised or protected.

2 Explain why the requested record is required for the exercising or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. 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.

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

Signed at _____ on this _____ day of _____ **20**

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

FEES IN RESPECT OF PRIVATE BODIES

COROBRIK (PTY) LTD

1 The fee for a copy of the manual as contemplated in Regulation 9(2)© is R1.10 for every photocopy of an A4-size page or part thereof.

2 The fees for reproduction referred to in Regulation 11(1) are as follows:

			R
2.1	For every photocopy of an A4-size page or part thereof		1.10
2.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form		0.75
2.3	For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc		7.50 70.00
2.4	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images		40.00 60.00
2.5	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record		20.00 30.00

3 The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50.00.

4 The access fees payable by a requester, referred to in Regulation 11(3) are as follows:

			R
4.6	For every photocopy of an A4-size page or part thereof		1.10
4.7	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form		0.75
4.8	For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc		7.50 70.00
4.9	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images		40.00 60.00
4.10	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record		20.00 30.00

4.11 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

4.12 For the purposes of Section 54(2) of the Act, the following applies:

4.12.1 six hours as the hours to be exceeded before a deposit is payable; and

4.12.2 one third of the access fee is payable as a deposit by the requester.

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