

# Manual Of Bhekisisa Development Media NPC (Private Body)

Prepared and compiled on 2023-02-09 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of Bhekisisa Development Media NPC.

**Registration number:** 2015/307823/08

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## 1. INTRODUCTION

Bhekisisa Development Media NPC, trading as the Bhekisisa Centre for Health Journalism, is an independent nonprofit media startup that focuses on health and social justice reporting in South Africa. In addition to our [website](#), our stories are distributed through [News24](#), the [Daily Maverick](#), [Business Day](#) and the [Mail & Guardian](#).

Bhekisisa, isiZulu for “to scrutinise”, started off as the [Mail & Guardian’s](#) health desk in 2013. When we left the Mail & Guardian in July 2019 to become an independent organisation, we were the newspaper’s [largest specialist desk](#) with seven full-time staff members. Today, we have 11 full-time staff members and three consultants.

Our team is [trained](#) in evidence-based reporting and solutions journalism. It is supported by a strong multimedia and engagement team, focused on reaching established decision-makers, as well as younger, upcoming ones. Across our social media accounts – [Twitter](#), [Facebook](#), [Instagram](#) and [LinkedIn](#) – we have more than 40 000 followers.

One of Bhekisisa’s objectives is to create a new generation of health journalists. We are proud that all of the journalists who started off with us have moved to other publications as health journalists or [medical editors](#). Our team members’ more than 50 African journalism awards are a testament to their excellence in craft. These include the Discovery Health Journalist of the Year ([2013](#), [2014](#), [2016](#), [2018](#)), the overall winner of the Standard Bank Sisivile Newspaper Journalist of the Year ([2015](#)), the CNN African Features Journalist of the Year ([2016](#)), the Standard Bank Sisivile Features ([2014](#), [2015](#), [2016](#), [2018](#)) and The Standard Bank Sisivile Columns/Editorial Journalist of the Year ([2018](#), [2022](#)).

Bhekisisa is primarily [funded](#) by the Bill & Melinda Gates Foundation, but we have also received support from the [Open Society Foundations’ public health programme](#), the [Regional Sexual and Reproductive Health Rights Fund](#) and [Global Health Strategies](#). We generate additional income through newsletter advertising and [sponsored events](#) with policymakers and specialist audiences. We are also paid to moderate discussions, including the 2022 [World Health Assembly media roundtable](#) of the Global Fund to fight AIDS, TB and Malaria. Our work reaches policymakers, academics, activists and political leaders, and our stories have often held power to account through [shifts in policy](#) and [setting national agendas](#).

You can contact us at [health@bhekisisa.org](mailto:health@bhekisisa.org).

## **2. THE ACT**

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

## **3. PURPOSE OF THE MANUAL**

**In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.**

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual will assist you to:

- 3.1 check the categories of records held by Bhekisisa Development Media NPC which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of Bhekisisa Development Media NPC, by providing a description of the subjects on which Bhekisisa Development Media NPC holds records and the categories of records held on each subject;
- 3.3 know the description of the records of Bhekisisa Development Media NPC which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if Bhekisisa Development Media NPC processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if Bhekisisa Development Media NPC plans to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.10 know whether Bhekisisa Development Media NPC has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### **4. CONTACT DETAILS:**

Information Officer:  
Mia Malan  
[miam@bhekisisa.org](mailto:miam@bhekisisa.org)  
Tel: +27 66 347 4114

Postal Address:  
Metal Box, 14th Floor  
25 Owl Street  
Braamfontein Werf, 2092  
Johannesburg  
South Africa

Physical Address:  
Metal Box, 14th Floor  
25 Owl Street  
Braamfontein Werf, 2092  
Johannesburg  
South Africa

Telephone No:  
+27 66 347 4114

E-mail:  
[health@bhekisisa.org](mailto:health@bhekisisa.org)

Deputy Information Officer:

Rosaline Daniel  
[rosalined@bhekisisa.org](mailto:rosalined@bhekisisa.org)  
Tel: +27 66 347 4114

#### **GENERAL INFORMATION:**

Name of Private Body:  
**Bhekisisa Development Media NPC**

Registration No:  
2015/307823/08

Postal Address:  
Metal Box, 14th Floor  
25 Owl Street  
Braamfontein Werf, 2092  
Johannesburg  
South Africa

Physical Address (or principal place of business):  
Metal Box, 14th Floor  
25 Owl Street  
Braamfontein Werf, 2092  
Johannesburg  
South Africa

Telephone No:  
+27 66 347 4114

E-mail:  
[health@bhekisisa.org](mailto:health@bhekisisa.org)

Website:  
<https://bhekisisa.org/>

## **5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 5.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
  - 5.3.1. the objects of PAIA and POPIA;
  - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 5.3.2.1 the Information Officer of every public body, and
    - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
  - 5.3.3 the manner and form of a request for-
    - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
    - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
  - 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
  - 5.3.5 the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
  - 5.3.6.1 an internal appeal;
  - 5.3.6.2 a complaint to the Regulator; and
  - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained-
  - 5.5.1 upon request to the Information Officer;
  - 5.5.2 from the website of the Information Regulator (<https://info regulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

## **6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC**

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

## **7. RECORDS OF THE PRIVATE BODY**

This clause serves as a reference to the records that Bhekisisa Development Media NPC holds in order to facilitate a request in terms of The Act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

This clause serves as a reference to the records that the **Private Body** holds in order to facilitate a request in terms of **The Act**.

The information is classified and grouped according to records relating to the following subject and categories. It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

### **General**

- Tax Records
- PAYE Records
- UIF Records
- SDL Records
- Management Accounts and Audited Financial Statements
- Asset Register

### **Operating system**

- Invoice
- Quote
- Weekly / monthly / quarterly / annual statement
- Debit note
- Credit note

### **Operational Documents and Records**

- Promotional materials
- Human resources policy manual
- Financial policy manual
- Disclosure of interest form
- Written policies regarding business plan / activities
- Written service specification
- Consultant timesheets
- Editorial style guide
- Product / service manuals

- Work instruction manuals
- Customer database
- Customer application forms
- Sales records
- Company profile

## **8. RECORDS REQUIRED IN TERMS OF LEGISLATION**

Records are kept in accordance with legislation applicable to Bhekisisa Development Media NPC, which includes but is not limited to, the following –

Records are kept in accordance with legislation applicable to Bhekisisa Development Media NPC, which includes but is not limited to, the following:

- Labour Relations Act, 66 of 1995
- Employment Equity Act, 55 of 1998
- Electronic Communications and Transactions Act 36 of 2005
- Basic Conditions of Employment Act, 75 of 1997
- Broad Based Economic Empowerment Act, 53 of 2003
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Constitution of the Republic of South Africa, 108 of 1996
- Companies Act, 61 of 1973
- Unemployment Insurance Act, 63 of 2001
- Consumer Protection Act, 68 of 2008
- Value Added Tax Act, 89 of 1991
- Skills Development Act, 9 of 1997
- Skills Development Levy Act, No. 9 of 1999
- Income Tax Act, 58 of 1962
- Financial Intelligence Centre Act, 38 of 2001
- Protection of Personal Information Act, 4 of 2013
- Intellectual Property Laws Amendment Act, 38 of 1997
- Trademarks Act, 194 of 1993

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

## **9. PROCESSING OF PERSONAL INFORMATION**

### **9.1 Purpose of Processing Personal Information**

Nature and purpose of information processing:

- Processing of monthly payroll, including basic salary, taxation, and UIF
- Tax-related transactions (e.g. IRP5 forms) for current and former employees
- Services related to company registration and compliance with CIPC
- Payments to service providers and freelancers
- Incoming payments from funders and advertisers
- Incoming payments for services rendered for trainings, facilitation and moderation provided by Bhekisisa
- Incoming payments for donations from GivenGain
- Transactions pertaining to Bhekisisa Development Media NPC investments
- Contracts and agreements for freelancers and service providers
- Flight and accommodation arrangements for events and trainings

## **9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

Categories of Data Subjects:

- Bhekisisa employees (current and former)
- Board of directors
- Freelancers
- Consultants
- Service providers
- Workshop trainees
- Speakers at Bhekisisa events
- Advertisers
- Funding partners
- Publishing partners
- Donations

**9.3 The recipients or categories of recipients to whom the personal information may be supplied**

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
Identity number, name(s) and surname, for criminal checks	South African Police Service
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Identity number, name(s) and surname, contact details, date of birth, for flight tickets and hotel bookings	Airlines and hotels
Bank details, for service providers, contractors, consultants	Bhekisisa accountant, information officer and deputy information officer
Identity number, name(s) and surname, date of birth, contact details, contact details of emergency contacts, email address, physical and postal address, bank details, marital information, dependants	Bhekisisa accountant, information officer and deputy information officer

#### **9.4 Planned transborder flows of personal information**

In some cases, the third parties to whom we may disclose your personal information may be located outside your country of residence (for example, in a cloud service, system or server), and may be subject to different privacy regimes. Information is stored in the Google environment, and currently, this is outside of South Africa – either in the US or Europe.

When we disclose personal information overseas, we will take appropriate safeguards to protect your personal information to ensure that the recipient will handle the information in a manner consistent with this policy and the level of protection provided for in POPIA.

#### **9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

Bhekisisa shall maintain written security policies that are fully implemented and applicable to the processing of personal information. At a minimum, such policies should include developing reasonable security safeguards against risks, losses, unauthorised access, destruction, use, modification or disclosure of personal information; and internal responsibility for information security management.

Information security measures include:

- Locked file cabinets for all hard copy documents containing personal information;
- Training to make employees and others with access to the personal information aware of information security risks presented by the processing;
- Employees required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period;
- Password protection must be enabled on laptops when the workspace is unoccupied;
- Portable computing devices such as laptops and tablets must be shut down completely at the end of the workday and locked away in a drawer/filing cabinet if left in the office overnight;
- Any personal information must be removed from the desk and locked in a drawer when the desk is unoccupied, and at the end of the workday;

- File cabinets containing personal information must be kept closed and locked when not in use or when not attended;
- Keys used for access to personal information must not be left at an unattended desk;
- Passwords may not be left on sticky notes, posted on or under a laptop, nor may they be left written down in an accessible location;
- Printouts containing personal information should be immediately removed from the printer;
- Documents containing personal information should be shredded when no longer needed;
- Whiteboards containing restricted and/or sensitive information should be erased;
- Sharing of personal information between employees for their work shall be done using end-to-end encrypted software.

Bhekisisa acknowledges that security requirements are constantly changing and that effective security requires frequent evaluation and regular improvements of outdated security measures. Bhekisisa will therefore evaluate the measures as implemented on an ongoing basis.

## **10. REQUEST PROCEDURE FOR OBTAINING INFORMATION**

### **Access to records held by Bhekisisa Development Media NPC**

Records held by Bhekisisa Development Media NPC may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

Bhekisisa Development Media NPC will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

## **11. FEES**

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

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.

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

## **12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION**

The main grounds for Bhekisisa Development Media NPC to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
  - o Trade secrets of that third party;
  - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
  - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of Bhekisisa Development Media NPC which may include:
  - o Trade secrets of Bhekisisa Development Media NPC;
  - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of Bhekisisa Development Media NPC;
  - o Information which, if disclosed could put Bhekisisa Development Media NPC at a disadvantage in negotiations or commercial competition;
  - o A computer programme, owned by Bhekisisa Development Media NPC and protected by copyright.
- The research information of Bhekisisa Development Media NPC or a third party, if its disclosure would reveal the identity of Bhekisisa Development Media NPC, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

### **13. DECISION**

Bhekisisa Development Media NPC will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30-day period within which Bhekisisa Development Media NPC has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of Bhekisisa Development Media NPC and the information cannot reasonably be obtained within the original 30-day period. Bhekisisa Development Media NPC will notify the requester in writing should an extension be sought.

### **AVAILABILITY OF THE MANUAL**

The manual of Bhekisisa Development Media NPC is available at the premises of Bhekisisa Development Media NPC as well as on the website of Bhekisisa Development Media NPC.

Signed by:  \_\_\_\_\_

Date: 9 February 2023

## ANNEXURE A:

The table below sets out the fees applicable to any request for a record of information held by

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1.	The request fee payable by every requester	R 140.00
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof
3.	Printed copy of A4-size page	R 2.00 per page or part thereof
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	For a copy of visual images	Will depend on quotation from service provider.
7.	Transcription of an audio record, per A4-size page	R 24.00
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00  R 435.00
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

**ANNEXURE B: FORM 2**

**REQUEST FOR ACCESS TO RECORD**  
[Regulation 7]

**NOTE:**

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

**TO:** The Information Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Address)*

E-mail address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Mark with an "X"

- Request is made in my own name       Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		

Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel.(B)		Facsimile
	Cellular		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			

<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
<b>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	

**PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

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

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

**FEES**

- a) A request fee must be paid before the request will be considered.*
- b) You will be notified of the amount of the access fee to be paid.*
- 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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

---

***Signature of Requester / person on whose behalf request is made***

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***FOR OFFICIAL USE***

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name and Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

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***Signature of Information Officer***

**ANNEXURE B: FORM 3**

**OUTCOME OF REQUEST AND FEES PAYABLE**

[Regulation 8]

Note:

1. *If your request is granted the—*
  - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
  - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure A.	
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**OR**

**2. You requested:**

Printed copies of the information <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form )</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	



#### 4. Fees payable with regard to your request:

<b>Item</b>	<b>Description</b>	<b>Amount</b>	<b>Number of pages/items</b>	<b>Total:</b>
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4-size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.		
6.	For a copy of visual images			
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on: (i) Flash drive (to be provided by the requestor) (ii) Compact Disk: a. If provided by requester b. If provided to the requester	R 40.00  R 40.00 R 60.00		
9.	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00  R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.		
11.	Postage, email or any other electronic transfer	Actual expense, if any.		
	<b>TOTAL:</b>			

**5. Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the following Bank account:

Name of Bank: \_\_\_\_\_  
Name of account holder: \_\_\_\_\_  
Type of account: \_\_\_\_\_  
Account number: \_\_\_\_\_  
Branch Code: \_\_\_\_\_  
Reference No.: \_\_\_\_\_  
Submit proof of payment to: \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Information officer