

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
{Section 53 (1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

(Regulation 10J

### A. Particulars of private body

The Head:

### B. Particulars of person requesting access to the record:

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person (proof of this must be attached to this application):

### C. Particulars of person on whose behalf request is made (if applicable):

Full names and surname:

Identity number:

### D. Particulars of record:

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

### E. Fees

You will be provided with a quotation for the cost of this request before the information is retrieved. Payment must be received before the information will be retrieved. If you qualify for a fee exemption please state the reason here:

F. **Form of access to record** (mark the appropriate box with an "X")

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc.					
	view the images		copy of the images*	transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack audio cassette		transcription of soundtrack*written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	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

G. **Particulars of right to be exercised or protected**

Indicate which right is to be exercised or protected (attach an additional page if required):

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

H. **Notice of decision regarding request for access**

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

Signed at..... This..... day of ..... 20.....

SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE