

Annexure A - The Prescribed form

A. Particulars of Investec

Information Officer _____

B. Particulars of Person Requesting Access to the Record

Full Name and Surname _____

Identity Number _____

Postal Address (in the Republic) _____

Telephone Number _____ Fax Number _____

E-mail Address _____

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

C. 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. Proof is required for authority in the form of a letter of authorisation from the person on whose behalf request is made and a certified copy of the identities of the requester and person on whose behalf the request is made is required)

Full Name and Surname _____

Identity Number _____

D. Particulars of Record (Provide full particulars of the record to which access is requested, to enable the record to be located)

1. Description of record or relevant part of the record:

2. Reference Number (if known):

3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid
- (b) You will be notified of the amount of the request fee
- (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 therefore:

Reason for Exemption of payment of fees:

F. Form of Access to Record

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 indicate in which form the record is required

Disability _____

Form in which record is required _____

Mark the appropriate box with an "X"

Notes:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if 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 the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

View the Image

Copy of Images

Transcription of Images

3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to 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:

Printed Copy of Record

Printed Copy of Information derived from Record

Copy in computer readable form (stiffy or CD)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? (A postal fee is payable)

YES	NO
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G. Particulars of Right to be Exercised or Protected (if the space is inadequate, please continue on a separate folio and attach to this form)

Indicate which right is to be exercised or protected:

Explain why the requested record is required for the exercising or protection of the right mentioned above:

H. 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 of this decision 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 _____ this _____ day of _____ 200__

Signature of Requester or Person on whose behalf request is made

REPRODUCTION FEES

The applicable fees for reproduction as referred:

The cost to access, reproduce, search for and/or prepare any of the abovementioned records, unless otherwise agreed, is:

- for every A4 sized photocopy of a page or part thereof R 1,10
- for every printed copy of an A4 sized page or part thereof held on a computer or in electronic or machine readable form R 0,75
- for a copy in a computer readable form on:
 - stiffy disc R 7,50
 - compact disc R70,00
- A transcription of visual images, for an A4 size page or part thereof R40,00
- for a copy of visual images R60,00
- a transcription of an audio record, for an A4 size page or part thereof R20,00
- for a copy of an audio record R30,00

Request Fees

Where a requester submits for access to information held by Investec on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before Investec will further process the request received.

Access fee

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is especially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8)

- for every photocopy of an A4 size page or part thereof R 1.10
- for every printed copy of an A4 size page or part readable for R 0.75
- for a copy in a computer readable form on:
 - stiffy disc R 7.50
 - compact disc R 70.00

- for transcription of visual images, for an A4 size page or part thereof R 40.00
- for a copy of visual images R 60.00
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- for a transcription of an audio record, for an A4 size page or part thereof R 20.00
- for a copy of an audio record R 30.00
- 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.
- For purposes of s54(2) of the Act, the following applies:
 - six man hours will be the limit set before a deposit is payable and
 - one third of the access fee is payable as a deposit by the requester
 - The postage is payable when a copy of a record must be posted to a requester.

Please note: all fees are exclusive of Value Added Tax (VAT)