



Application Form

REQUEST FOR ACCESS TO A RECORD (Section 53(1) of the Promotion of Access to Information Act) (Act No. 2 of 2000)

The Information Officer
SPi
P O Box 47253
PARKLANDS
2121

Request Details

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 the capacity in which the request is made, if applicable, must be attached.)

Particulars of person on whose behalf request is made

(This section must be completed ONLY if a request for information is made on behalf of another person.)

Full names and surname:.....

Identity number:.....

Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you the record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign additional folios.

Description of record or relevant part of the record

.....
.....
.....

Reference number, if available:.....

Any further particulars of record:

.....
.....
.....
.....

Fees

- A request for access to a record, other than a record containing personal information about you, will be processed only after request fee has been paid
You will be notified of the amount to be paid as a request fee.
- The fee payable for access to a record depends on the form in which access is required and the time reasonably required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

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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 disability and indicate in which form the record is required.

Disability:.....
.....

Form in which record is required:

§ Compliance with your request in the specified form may depend on the form in which the record is available

§ 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

§ The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

(Mark the appropriate box with an X)

1. If the record is in written or printed form:

- Copy of the record
- Inspection of the record

2. If the record consists of visual images:

- View the images
- Copy of the images