

FORM 2: REQUEST TO ACCESS TO A RECORD

PARTICULARS OF PERSON REQUESTING

<i>a)</i> The particulars of the person who requests access to the record must be given below. <i>b)</i> The address and/ or email address to which the information is to be sent, must be given. <i>c)</i> Proof of the capacity in which is made, if applicable, must be attached.	
Full names and surname:	
Identity number:	
Postal address:	
Telephone number:	
E-mail address:	
Capacity in which request is made, when made on behalf of another person.	

PARTICULARS OF PERSON ON WHOSE BEHALF A 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

<i>a)</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. <i>b)</i> If the provided space is inadequate, please continue on a separate folio and attach it to this form <i>c)</i> The requester must sign all the additional folios.	
1. Description of record, or relevant part of the record:	
2. Reference number, if available:	
3. Any further particulars of record:	

FEES

A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee has been paid.

You will be notified of the required amount to be paid as the request fee.

The fees 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.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption for payment fee:	

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 below, state your disability and indicate in which form the record is required.

Mark the appropriate box with an X

Disability	
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Form in which record is	
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NOTES:

(a) Compliance with your request for access in the specific form may depend 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.

If the record is in written or printed form:			
Copy of record		Inspection of record	
If a record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc.			
View the images		Copy of the images	
Transcripts of the images			
If record is held on computer or in an electronic or machine-readable form:			

Listen to the soundtrack/ or audio cassette		Transcription of soundtrack* (written or printed document)	
If record is held on computer or in an electronic or machine-readable form:			
Printed copy of record		Printed copy of information derived from the record	Copy of computer readable form
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.			
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
In which language would you prefer the record?			

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified whether your request has been approved/ or denied. If you wish to be informed 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 20.....

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Signature of data subject/ designated person