225 Collins Chabane Dr
Old DCO Building
Malamulele
0982



Private Bag X9271
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Tel (015) 851 0110
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FEES FOR RECORDS OF PUBLIC BODY

Item	Description	Amount
1.	The **"request fee"** payable by every requester	**R100.00**

The **"access fees"** referred to in sections 22(6) of the Act *(unless the requester is exempted under section 22(8))* are as follows:-

Item	Description	Amount
2.	Photocopy of A4-size page	**R1.50** per page or part thereof
3.	Printed copy of A4-size page	**R1.50** per page or part thereof
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	 **R40.00** **R40.00** **R60.00**
5.	For a transcription of visual images per A4-size page	

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6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size	**R24.00**
8.	For a copy of an audio record on: (iii) Flash drive (to be provided by requester) (iv) Compact disc • If provided by requester • If provided to the requester	 **R40.00** **R40.00** **R60.00**
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. To not exceed a total cost of	**R100.00** **R300.00**
10	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8
11.	Postage, email or any other electronic transfer	Actual expense, if any

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PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES	
A single person whose annual income does not exceed	**R14,712.00**
Married persons or a person and his/her life partner whose annual income does not exceed	**R27,192.00**

NOTE: Please take note of the following differences when making an application for access to information to a Public Body and a Private Body

	Public Body	**Private Body**
Application form to use	"Form 2"	"Form 2"
Request fee payable	R100.00	R140.00
Remedy *(when not satisfied with any decision of the Information Officer or Deputy Information Officer)*	• Internal appeal to the Relevant Authority • Use "Form 4" • No fee payable	*(there is no internal appeal)*
Remedy *(only when not satisfied with the outcome of the Internal Appeal)*	• Complaint to Information Regulator OR • Application to Magistrates' Court	• Complaint to Information Regulator OR • Application to Magistrates' Court

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