

FORM B

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of this manual is R1,10 for every photocopy of an A4 size page or part thereof.
2. Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records will be a fee for reproduction of the record in question.

These fees for reproduction are as follows:

- a) For every photocopy of an A4 size page or part thereof R 1,10
 - b) For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form. R 0,75
 - c) For a copy in a computer readable form on –
 - i) stiffy disc R 7,50
 - ii) compact disc R70,00
 - d)
 - i) For a transcription of visual images for an A4 size page or part thereof R40,00
 - ii) For a copy of visual images R60,00
 - e)
 - i) For a transcription of an audio record, for an A4 size page or part thereof R20,00
 - ii) For a copy of an audio record R30,00
2. The **request fee** payable by a requester, other than a personal requester is R50,00.
 3. The **access fees** payable by a requester are as follows:
 - a) For every photocopy of an A4 page or part thereof R 1,10
 - b) For every printed copy of an A4 size page or part thereof held on a computer or in electronic machine readable form R 0,75
 - c) For a copy in a computer readable form on –
 - i) stiffy disc R 7,50

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| | ii) | compact disc | R70,00 |
| d) | i) | For a transcription of visual images for an A4 size page or part thereof | R40,00 |
| | ii) | For a copy of visual images | |
| e) | i) | For a transcription of an audio record for an A4 size page or part thereof | R20,00 |
| | ii) | For a copy of an audio record | R30,00 |
| f) | | To search for and prepare a record that must be disclosed, R30,00 for each hour or part of an hour reasonably required for such search and preparation. | |

4. Where a private body receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, **a deposit** is payable by the requester.

One third of the access fee is payable as a deposit by the requester.

5. The actual postage is payable when a copy of a record must be posted to a requester.