



Greifer Steel Manufacturers CC

Specialising in grabs, steel fabrication, welding & sheetmetal work



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GREIFER STEEL MANUFACTURERS CC

(2002 / 079054 / 23)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000



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MANUAL OF GREIFER STEEL MANUFACTURERS CC ("Greifer")

**Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.
2 of 2000**

("the Act")

Last Updated: 9 December 2015

1. Introduction

On 9 March 2001, the Act became operative, giving effect to section 32(2): Constitutional Right of Access to Information.

This document serves as the Greifer information manual and provides reference to the records held by Greifer (a private body in terms of the Act) and the process to request access to such records.

Those who seek a record of a private body must meet the following requirements before a private body may release records to them:

- The record must be required for the exercise or protection of any of the individual's legal rights;
- All the procedural requirements in requesting the information must be complied with;
- Access may be refused in terms of any grounds referred to in the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Who may request access to information:

A person may request information in terms of the Act only if the information is required for the protection of a right. Therefore, the requester has to provide the designated person with sufficient particulars to ensure that the designated person is able to access the right which the requester is seeking to protect.

2. Introduction to Private Body

Greifer has been operating since 2005 in the engineering field of steel fabrication.

The head of the private body is internationally qualified and the support team includes a number of coded welders.

Greifer is specialised in a number of areas – all of which are clearly identifiable off the website.



3. Scope of the Manual

This manual has been prepared to assist persons requesting information and provide procedures to be followed to gain access to information and documentation as provided for in the Act.

4. Availability of the Manual

A copy of this manual is available to the public for inspection during office hours at the offices of Greifer as well as on request from the designated contact person referred to in this manual. This manual has been made available to the HRC.

5. Contact Details

The responsibility for administration of, and compliance with the Act is that of the Sole Member of Greifer.

Requests pursuant to the provisions of the Act should be directed as follows:

Contact Person: Heiko Sommer

Postal Address: Unit 1 of Pipers Moon, 7 Heidelberg Road, Parkdene, 1459

Physical Address: 18 Mountjoy Street, Wilbart, Germiston, 1401

Phone Number: 011 450 4035

Fax Number: 086 246 7232

E-mail: admin.sales@greifer.co.za

Signature:

Sole Member

6. Guide (Human Rights Commission ("HRC") Guide) for Requesters on How to Use the Act in Terms of Section 10

The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.



Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: 011 877 3600

Fax Number: 011 403 0625

Website: www.sahrc.org.za

7. Records Available and Held in Accordance with Other Legislation

Records are held in accordance with the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1997;
- Close Corporations Act No. 69 of 1984;
- Companies Act, No. 71 of 2008;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Consumer Protection Act, No. 68 of 2008;
- Copyright Act, No. 98 of 1978;
- Counterfeit Goods Act, No. 37 of 1997;
- Electronic Communication and Transactions Act, No. 25 of 2002;
- Electronic Communications Act, No. 36 of 2005;
- Employment Equity Act, No. 55 of 1998;
- Employment Tax Incentives Act, No. 26 of 2013;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 58 of 1962;
- Labour Relations Act, No. 66 of 1995;
- National Credit Act, No. 34 of 2005;
- Occupational Health and Safety Act, No. 85 of 1993;
- Promotion of Access to Information Act, No. 2 of 2000;
- Securities Transfer Tax Act, No. 25 of 2007;
- Securities Transfer Tax Administration Act, No. 26 of 2007;
- Skills Development Levy Act, No. 9 of 1999;
- Tax Administration Act, No. 29 of 2011
- Trade Marks Act, No. 194 of 1993;
- Unemployment Insurance Act, No. 63 of 2001;
- Unemployment Insurance Contributions Act, No. 4 of 2002;
- Value-added Tax Act, No. 89 of 1991.

8. Records Automatically Available to the Public

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.



In terms of the Act, this automatic disclosure by private bodies is voluntary. This means that a private body is not obliged to make such disclosure. If a private body chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

At this stage no notice has been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

9. Categories and Types of Records and Information Held in Terms of the Act

9.1. Statutory Records:

- Documents of Incorporation;
- Founding Statement;
- Register of Members and Officers;
- Register of Members' Interests;
- Companies and Intellectual Properties Commission Records;
- Compensation for Occupational Injuries and Diseases Records.

9.2. South African Revenue Service Records:

- Tax Clearance Certificates;
- Income Tax Records;
- PAYE Records;
- Documents Issued to Employees for Income Tax Purposes;
- Records of Payments Made to SARS on Behalf of Employees;
- Skills Development Levies Records;
- Unemployment Insurance Records;
- Value-added Tax Records.

9.3. Financial Records:

- Annual Financial Statements;
- Accounting Records;
- Banking Transaction Records;
- Electronic Banking Records;
- Paid Cheques;
- Bank Statements;
- Petty Cash Records;
- Asset Register;
- Asset Manuals;
- Rental Agreements;
- Customer Database;
- Public Information Brochures from Customers;
- Customer Credit Application Forms and Vetting Reports;
- Customer Price Lists;
- Delivery Notes;
- Customer Invoices;
- Customer Statements;
- Supplier / Service Provider Database;



- Public Information Brochures from Suppliers / Service Providers;
- Supplier / Service Provider Credit Application Forms;
- Supplier / Service Provider Price Lists;
- Orders / Other Engagement Documents;
- Supplier / Service Provider Invoices;
- Supplier / Service Provider Statements;
- Domain Name Registration Records.

9.4. Marketing Material:

- Business Profile;
- Business Catalogue.

9.5. Personnel Documents and Records:

- Business Organogram;
- Employment Contracts;
- Employee Health and Information Records;
- Employee Emergency Contact Records;
- Employee Contact Details Directory;
- Metal Industries Benefit Fund Records;
- Salary Records;
- Wage Records;
- Leave Records;
- Training Records;
- Training Manuals;
- Disciplinary Records;
- Minutes of Meetings Held with Employees.

10. Access Request Procedure

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

The requester must use the prescribed form to make the request for access to a record. This must be made to the appointed designated person. This request must be made to the address, fax number or electronic mail address of the body concerned.

Form C: Request for Access to Records of Private Body – has been appended to the manual.

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and / or if any other manner is to be used to inform the requester, stating the necessary particulars required to be so informed.



The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be "necessary" for the exercise or protection of the right so stated.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the designated person of the private body.

A public body may make a request for access to a record of a private body for the exercise or protection of any rights other than its rights, only if it is acting in the public interest.

11. Grounds for Refusal to Access Records

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that party;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
 - Information disclosed in confidence by a third party to Greifer if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The Commercial Activities of Greifer which may include:
 - Trade secrets of Greifer;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Greifer.

12. Prescribed Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

The appointed designated person of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.



The fee that the requester must pay to a private body is R 50.00 exclusive of value-added tax. The requester may lodge an application to the court against the tender or payment of the request fee.

After the designated person of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then a further access fee must be paid for the search, reproduction and preparation of the record for disclosure.

If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

Prescribed Fees: Per Section 54(7), Section 54(2) and Section 54(7) of Regulation 11(3) – has been appended to the manual in the form of Government Gazette, 9 March 2001, No. 22125.

13. Other Relevant Information

In terms of this Section, the Minister may publish a notice prescribing any other information that private bodies will have to disclose.



REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

[illegible]

Postal address:

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 be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

[illegible]

D. 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, to enable 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 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:

.....

.....

.....

.....

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 required to be paid as 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 for exemption.

Reason for exemption from 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 below, 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) Compliance with your request for access in the specified 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.

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

	copy of record*		inspection of record		
--	-----------------	--	----------------------	--	--

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	view the images		copy of the images*		transcription of the images*
--	-----------------	--	---------------------	--	------------------------------

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

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
--	---	--	--	--	--

4. 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 in computer readable form* (stiffy or compact disc)
--	-------------------------	--	--	--	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
Postage is payable.

YES

NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

.....

.....

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 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 year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



Government Gazette

REPUBLIC OF SOUTH AFRICA

Regulation Gazette

No. 7024

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9

March

2001

No. 22125



AIDS HELPLINE: 0800-123-22 Prevention is the cure

GOVERNMENT NOTICE
GOEWERMENTSKENNISGEWING

DEPARTMENT OF JUSTICE
DEPARTEMENT VAN JUSTISIE

No. R. 223

9 March 2001

PROMOTION OF ACCESS TO INFORMATION ACT, 2000
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO
INFORMATION

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

SCHEDULE

Definition

1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates -

"the Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

Form of request

2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

Fees for records of public body

- 3.(1) The fee for reproduction, referred to in section 15(3) of the Act, is as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40

- | | | |
|------|--|-------|
| (c) | For a copy in a computer-readable form on - | |
| (i) | stiffy disc | 5,00 |
| (ii) | compact disc | 40,00 |
| (d) | (i) For a transcription of visual images,
for an A4-size page or part thereof | 22,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record,
for an A4-size page or part thereof | 12,00 |
| | (ii) For a copy of an audio record | 17,00 |

(2) The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R 35,00.

(3) The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

- | | | |
|------|---|-------|
| | | R |
| (a) | For every photocopy of an A4-size page or part thereof | 0,60 |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (c) | For a copy in a computer-readable form on - | |
| (i) | stiffy disc | 5,00 |
| (ii) | compact disc | 40,00 |
| (d) | (i) For a transcription of visual images,
for an A4-size page or part thereof | 22,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record,
for an A4-size page or part thereof | 12,00 |
| | (ii) For a copy of an audio record | 17,00 |
| (f) | To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search. | |

(4) The actual postal fee is payable when a copy of a record must be posted to a requester.

- (5) For purposes of section 22(2) of the Act the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.

Form of request

4. A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

Fees for records of private body

- 5.(1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	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	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

- (2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R 50,00.

(3) The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	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	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for the record for disclosure, R 30,00 for each hour or part of an hour reasonably required for such search.	
(4) The actual postal fee is payable when a copy of a record must be posted to a requester.	
(5) For purposes of section 54(2) of the Act the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable: and	
(b) one third of the access fee is payable as a deposit by the requester.	

Notice of internal appeal

6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

Appeal fees

7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R 50,00 .

Value-added tax

8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

Commencement

9. These regulations shall come into operation on 9 March 2001.

ANNEXURE

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____ (state
rank, name and surname of information officer/deputy information officer) on _____
(date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION
OFFICER/DEPUTY INFORMATION
OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

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: _____

C. 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: _____

D. 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, to enable 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 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: _____

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 required to be paid as 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 therefor.*

Reason for exemption from 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 record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

☐	view the images	☐	copy of the images*	☐	transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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

☐	listen to the soundtrack (audio cassette)	☐	transcription of soundtrack* (written or printed document)
--------------------------	--	--------------------------	---

4. 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 in computer readable form* (stiffy or compact disc)
*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
<i>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.</i>					
In which language would you prefer the record? _____					

G. 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 thereof 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_____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

FORM B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 4]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*

(b) *Furnish an address and/or fax number in the Republic to which information must be sent.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

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:

C. 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: _____

D. 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, to enable 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 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: _____

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 required to be paid as 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 therefor.*

Reason for exemption from 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 record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images		copy of the images* transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. 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 in computer readable form* (stiffy or compact disc)
*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

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected: _____

