

ELECTORAL COMMISSION

ACCESS TO INFORMATION MANUAL

**IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, 2000 (ACT 2 OF 2000)**



SOUTH AFRICA

FEBRUARY 2015

SECTION 14 MANUAL FOR THE ELECTORAL COMMISSION

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Chapter 1:

Particulars required in terms of section 14 of the Promotion of Access to Information Act (2 of 2000) “the Act”

The Functions and Structure of the Electoral Commission (Section 14(1)(a))

Functions of the Electoral Commission

- 1.1 The functions of the Electoral Commission as prescribed by section 190 of the Constitution of the Republic of South Africa, 1996, are to:
 - a) manage elections of national, provincial and municipal legislative bodies in accordance with national legislation;
 - b) ensure that those elections are free and fair; and
 - c) declare the results of those elections within a period that must be prescribed by national legislation and that it is as short as reasonably possible.
- 1.2 The Electoral Commission also has the additional powers and functions prescribed by national legislation, which in terms of Section 5 of the Electoral Commission Act, 51 of 1996, includes the following :
 - 1.2.1 promote conditions conducive to free and fair elections;
 - 1.2.2 promote knowledge of sound and democratic electoral processes;
 - 1.2.3 compile and maintain voters' rolls by means of a system of registering of eligible voters by utilising data available from government sources and information furnished by voters;
 - 1.2.4 compile and maintain a register of parties;
 - 1.2.5 establish and maintain liaison and co-operation with parties;
 - 1.2.6 undertake and promote research into electoral matters;
 - 1.2.7 develop and promote the development of electoral expertise and technology in all spheres of government;
 - 1.2.8 continuously review electoral legislation and proposed electoral legislation, and to make recommendations in connection therewith;
 - 1.2.9 promote voter education;
 - 1.2.10 promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objects;
 - 1.2.11 declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;
 - 1.2.12 adjudicate disputes which may arise from the organisation, administration or conducting of elections and which are of an administrative nature; and
 - 1.2.13 appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

Structure of the Electoral Commission

- 1.3 In terms of Section 6 of the Electoral Commission Act, 51 of 1996, the Electoral Commission comprises of five Commissioners (including the Chairperson and Vice-Chairperson), as well as the administration of the Electoral Commission under the leadership of the Chief Electoral Officer (CEO).
- 1.4 The Electoral Commission consists of a national office situated in Centurion and nine provincial offices, one in each of the provinces. In addition the Electoral Commission has local offices in each municipality.

- 1.5 The administration performs its functions through the various departments in the national office, the nine provincial offices and local offices. The Chief Electoral Officer (CEO) is assisted by three Deputy Chief Electoral Officers (DCEOs) as well as the nine Provincial Electoral Officers (PEOs) appointed at each provincial office.

Schematic diagram of the structure of the Electoral Commission

- 1.6 The schematic diagram of the structure of the Electoral Commission is set out in Annexure A attached hereto.

Particulars of the Electoral Commission

Name of body:	Electoral Commission of South Africa
Chairperson of body:	
Commissioners:	Vuma Mashinini - Chairperson Mr Terry Tselane – Vice-Chairperson The Rev. Bongani Finca Hon. Justice Thami Mkhanya Janet Love
Chief Electoral Officer:	Mr. Simon Mamabolo (Accounting officer)
Physical Address:	Election House Riverside Office Park 1303 Heuwel Avenue CENTURION 0157
Postal address:	Private Bag X112 CENTURION 0046
Telephone No:	(012) 622 5700
Facsimile No:	(012) 622-5784
Website:	www.elections.org.za

Contact details of information officer/s (Section 14(1)(b))

Information Officers

Mr. Simon Mamabolo

Deputy Information Officers (National Office)

Dr. Nomsa Masuku

Contact Information

E-mail: webmaster@elections.org.za
Physical Address: Election House
Riverside Office Park
1303 Heuwel Avenue
CENTURION
0157
Postal address: Private Bag X112
CENTURION
0046
Telephone No: (012) 622 5700
Facsimile : (012) 622-5784

Deputy Information Officers (Provincial Offices)

<i>Eastern Cape – Ms Kaya Magudumana</i> The Mansions 14 Ganteaume Crescent Quigney East London Tel: (043) 709 4200 Fax: (043) 743 4784	<i>Free State – Mr. Jabulani Tshabala</i> NRE Building 161 Zastron Street Tel: (051) 401 5000 Fax: (051) 430 4845
<i>Gauteng – Mr. Masego Sheburi</i> 1st Floor A(-Block) EmpirePark 55 EmpireRoad Parktown Tel: (011) 644 7400 Fax: (011) 644 7448	<i>KwaZulu-Natal – Mr. Mawethu Mosery</i> Westville Civic Centre Main Building William Lester Drive Westville Tel: (031) 279 2200 Fax: (031) 279 2226
<i>Limpopo – Ms. Nkaro Mateta</i> 5 Dimitri Crescent Platinum Park Bendor Polokwane Tel: (015) 283 9100 Fax: (015) 297 2506	<i>Mpumalanga – Mr. Steve Ngwenya</i> 23 Roodt Street Nelspruit, Mbombela Tel: (013) 754 0200 Fax: (013) 753 2564

<p><i>North West Province – Dr. Tumi Thiba</i></p> <p>Protea Office Park 103 Sekame(Street) Mmabatho Tel: (018) 391-0800 Fax: (018) 391-0851/5</p>	<p><i>Northern Cape – Mr. Bonolo Modise</i></p> <p>Block 4 Mornridge Offices Cnr. Kekewich & Memorial Road Mornridge Park Kimberley Tel: (053) 838 5000 Fax: (053) 831 8095</p>
<p><i>Western Cape – Rev. Courtney Sampson</i></p> <p>The Bridge 1st Floor Unit 4 304 Durban Road Belville Cape Town Tel: (021) 910 5700 Fax: (021) 910 4965</p>	

The section 10 Guide on how to use the Act (Section 14(1) (c))

- 1.7 Section 14(1) (c) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is compiled by the South African Human Rights Commission containing such information as may be reasonably required by any person who wishes to exercise any right contemplated in the Act.
- 1.8 The South African Human Rights Commission has published the guide referred to in Section 14(1) (c) of the Act. The guide deals with the following matters:
 - a) why access to information is important;
 - b) a description of sources of information and how access to information can be obtained;
 - c) how to make a request for access to information;
 - d) when access to a record may be refused;
 - e) general information relating to amendments to the Act, the Regulations, Government Notices and Reports; and
 - f) a list of public bodies from whom access to records can be obtained.
- 1.9 The South African Human Rights Commission compiled the guide specifically to assist persons to access records and exercise their right to information.
- 1.10 The guide is available in each official language free of charge for public inspection during office hours at various places as mentioned below. Any person may request to obtain a copy of the guide. Copies of the guide may be obtained on payment of the access fee which are the prescribed fees for the purposes of reproduction and for search and preparation, and for the time reasonably required in excess of the hours prescribed to search for and to prepare the record for disclosure.
- 1.11 Copies of the guide are available at the following places:
 - a) At the office of the head of the national department responsible for government communication: Government Communications and Information Services (GCIS)
 - b) At the following places of legal deposit as defined in section 6 of the Legal Deposit Act, (54 of 1997)
 - Library of Parliament, Cape Town;
 - The South African Library, Cape Town;
 - Natal Society Library, Pietermaritzburg;
 - The State Library in Tshwane;
 - City Library Services, Bloemfontein;
 - The National Film, Video and Sound Archives, Tshwane;
 - Any other library or institution prescribed by the Minister of Justice and Constitutional Development for the purposes of certain prescribed categories of documents; and
 - Every tertiary education institution established by or under any law.

1.12 Copies of the guide are also available in all official languages at the following offices:

- a) office of information officers of public bodies;
- b) all offices of public bodies;
- c) all Magistrate's Offices;
- d) all offices of the Department of Justice and Constitutional Development;
- e) all post offices; and
- f) in the Government Gazette.

1.13 The guide is furthermore available at all offices and on the website of the South African Human Rights Commission, (www.sahrc.org.za).

1.14 Any queries relating to the guide may be directed to:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
Houghton
2041
Tel No: +27 11 484 8300
Fax No: +27 11 484 1360
E-mail: paia@sahrc.org.za

Chapter 2:

Access to records

Access to records held by the Electoral Commission (Section 14(1) (d))

2.1 Records are kept in accordance with legislation, of which the following are the most important:

- a) Constitution of the Republic of South Africa, 1996;
- b) Electoral Commission Act, 51 of 1996;
- c) Electoral Act, 73 of 1998;
- d) Local Government: Municipal Electoral Act, 27 of 2000;
- e) Electoral Laws Amendment Act, 34 of 2003;
- f) Electoral Commission Amendment Act, 14 of 2014;
- g) Electoral Laws Second Amendment Act, 40 of 2003;
- h) Electoral Amendment Act, 18 of 2013;
- i) General Laws (Loss of Membership of National Assembly, Provincial Legislature or Municipal Council) Amendment Act, Act 55 of 2008;
- j) Local Government: Municipal Structures Act, 117 of 1998;
- k) Local Government: Municipal Demarcation Act, 27 of 1998;
- l) Local Government : Municipal Electoral Regulations - 2011 Amendment;
- m) Local Government : Municipal Electoral Amendment Act, 2010;
- n) Local Government : Municipal Structures Amendment Act, 2 of 2002;
- o) Income Tax Act, 58 of 1962 (section 75 (1));
- p) Unemployed Insurance Act, 30 of 1966 (sections 32 and 33) Value-Added Tax Act, 89 of 1991 (section 55);
- q) Compensation for Occupational Injuries and Diseases Act, 130 of 1993 (section 81);
- r) Labour Relations Act, 66 of 1995 (sections 98, 99 and 205);
- s) Basic Conditions of Employment Act, 75 of 1997 (sections 29 (4) and 31);
- t) Employment Equity Act, 55 of 1998 (section 26);
- u) Skills Development Levies Act, 9 of 1999 (section 13);
- v) Protection of Personal Information Act, 4 of 2013;
- w) Public Finance Management Act, 1 of 1999;
- x) Public Funding of Represented Political Parties Act, 104 of 1997;
- y) Occupational Health and Safety Act, 85 of 1993; and
- z) The National Archives and Record Service of South Africa Act, 43 of 1996.

Information to be formally requested (Section 14(1)(d))

2.2 The Electoral Commission holds the following categories of records related to the undermentioned subjects:

Electoral related documents

- 2.3 The Electoral Act 27 of 1998), provides that the voters' roll may only be used for election purposes (section 91(1)(d) of the Electoral Act) ("**the Electoral Act**"). During every election, including by-elections, any voter may inspect the voters' roll at designated venues published in the Government Gazette. Copies of the voters' roll are also made available to political parties for purposes of elections. To use the voters' roll for purposes other than election purposes constitutes a criminal offence (section 98(a) of the Electoral Act).
- 2.4 The same applies in respect of copies of maps of voting districts (section 63 of the Electoral Act) and the inspection thereof during election periods. The maps are available for inspection at the National Office of the Electoral Commission. Similar provisions relating to municipal elections are found in the Local Government: Municipal Electoral Act (27 of 2000.)
- 2.5 All documents related to the registration of political parties in terms of sections 15 and 15A (Registration of Parties for Municipal Elections) of the Electoral Commission Act, 1996, as well as nomination forms for candidates, party lists, election timetables, legal notices published in Provincial Gazettes and the Government Gazette in terms of the applicable electoral laws and election results of all elections managed by the Electoral Commission, are available for inspection, subject to the Chief Electoral Officer's powers to dispose of election material.

Library records

- 2.6 The library of the Electoral Commission consists of a collection of works of a general nature and includes books on various electoral and constitutional related topics. The library material and collection of books and journals are either purchased or donated items. Persons wishing to make use of the facilities may do so, however access is strictly by appointment only. No material may be taken on a loan-basis. Any costs that are incurred will be for the account of the user.
- 2.7 The following categories of books and journals are kept in the Electoral Commission's library:
 - a) asset management;
 - b) business economics and business management;
 - c) legal documents;
 - d) international constitutions;
 - e) corporate governance;
 - f) democracy related books and materials;
 - g) e-commerce and economics;
 - h) voter education related materials;
 - i) election material, national and international;
 - j) financial management;
 - k) fleet management;
 - l) government reports, local government reports, material related to municipal structures;
 - m) human rights;
 - n) gender related books and documents;
 - o) corporate health;

- p) history;
- q) human resources;
- r) politics;
- s) procurement and logistics;
- t) work-skills and communication;
- u) reference books, magazines and journals;
- v) knowledge management;
- w) security related material;
- x) law reports; and
- y) legal textbooks.

Communications material

2.8 The following materials are also kept by the Electoral Commission::

- a) annual reports, reports and strategic documents;
- b) campaign materials;
- c) councillor lists;
- d) court rulings;
- e) floor crossing results;
- f) forms for voters and parties and candidates;
- g) research and statistics;
- h) records related to campaign proposals, strategic plans and advertising plans which resulted in tender proposals;
- i) internal communication material such as newsletters, documentation of events, programmes, launches, commemorations and invitations;
- j) media relations documents including media releases, briefing packs and monitoring reports;
- k) publications and reports, including election reports and election timetables;
- l) speeches;
- m) corporate brochures;
- n) material and promotional items; and
- o) registration and election materials which includes posters and pamphlets; and
- p) voter education material and guidelines.

Archives

2.9 Internal documents within the organisation, including reports, minutes, incoming and outgoing correspondence, memoranda, facsimile's, maps, photographs, pamphlets and other promotional material are kept in the documentation department of the Electoral Commission in accordance with the provisions of the National Archives and Record Service of South Africa Act, (43 of 1996.)

Finances

- 2.10 Inspection of financial documents will be within the sole discretion of the Chief Electoral Officer who is also the Accounting Officer of the Electoral Commission. Those are retained in terms of the provisions of the National Archives and Record Service of South Africa Act, (43 of 1996.) This includes the MTEF budgets of the organisation, strategic plans and MTEF submissions.

Procurement

- 2.11 The Electoral Commission, being a Chapter 9 institution in terms of the Constitution of South Africa, is subject to the provisions of the Preferential Procurement Policy Framework Act, 5 of 2000 and all procurement is done in terms of this Act and related legislation.
- 2.12 The Electoral Commission also operates an e-procurement system which is accessible on the Internet on the following website: www.votaquotes.elections.org.za.
- 2.13 Information relating to procurement documentation, procurement policies, tenders received, tender evaluations and related procurement information is kept at the National Office of the Electoral Commission.

Human Resources

- 2.14 Information related to employee records, employment equity reports, policies and related documents is kept at the National Office of the Electoral Commission.

Training materials

- 2.15 Training material used for electoral democracy education projects, school projects and electoral training and in-house capacity building is kept at the National Office of the Electoral Commission.

Legal

- 2.16 Legislation, Government Gazettes, contracts and court judgments are kept at the National Office of the Electoral Commission..

Request procedures

- 2.17 Access to information listed above is subject to the provisions of the Protection of Personal Information Act, No. 4 of 2013 and shall be requested by:
- a) completing the prescribed Form A ("request form) contained in Annexure B attached hereto; and
 - b) payment of the prescribed fee as stated in Annexure C attached hereto. However, a requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- 2.18 The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the record at the offices of the Electoral Commission.
- 2.19 Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of the Electoral Commission or damage its records or infringe its copyright.
- 2.20 If for practical reasons, access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester had requested.
- 2.21 If the requester is unable to read or write, or has a disability, he/she can request the record orally, in which event the Deputy Information Officer/Information Officer will complete the form on behalf of that requester and furnish the requester with such completed form.
- 2.22 The requester must clearly indicate on the request form:
- a) the wish to be informed of the success of the request telephonically or in any other manner; and

- b) the capacity in which the request is made in the event the information is requested on behalf of somebody else.

2.23 After the Deputy Information Officer/Information Officer has made a decision on a request, the requester will be notified of the decision in the manner requested.

2.24 The process to be followed should a request for access be denied is set out in Chapter 5 below.

Automatic disclosures (Section 14(1)(e))

2.25 Information on the following topics, subject to the provisions of the Protection of Personal Information Act, No. 4 of 2013, is available, without formal request on the Electoral Commission's website and in the form of brochures:

- a) the functions and responsibilities of the Electoral Commission;
- b) services rendered by the Electoral Commission;
- c) election results;
- d) certain information on the registration of voters;
- e) information on political parties;
- f) published reports including annual and associated election reports;
- g) general information pertaining to the Electoral Commission (booklets, pamphlets, posters);
- h) selected procurement information; and
- i) newsletters;

Chapter 3: Services Available

Nature of services (Section 14(1)(f))

3.1 The Electoral Commission renders the following services to members of the public:

- a) manage any election
- b) ensure that any election is free and fair
- c) promote conditions conducive to free and fair elections
- d) promote knowledge of sound and democratic electoral processes
- e) compile and maintain voters' rolls by means of a system of registering of eligible voters by utilising data available from government sources and information furnished by voters
- f) compile and maintain a register of parties
- g) establish and maintain liaison and co-operation with political parties
- h) undertake and promote research into electoral matters
- i) develop and promote the development of electoral expertise and technology in all spheres of government
- j) continuously review electoral laws and proposed electoral laws, and to make recommendations in connection therewith
- k) promote voter education
- l) promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objectives
- m) declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections
- n) adjudicate disputes which may arise from the organisation, administration or conducting of elections and which are of an administrative nature
- o) appoint appropriate public administrations in any sphere of government to conduct elections when necessary

How to gain access to the services of the Electoral Commission

3.2 Most of the above mentioned services can be accessed through the Information Officers whose contact details are set out in Chapter 1.

Chapter 4:

Arrangements allowing for public participation in the formulation of policy and exercising of powers of the Electoral Commission

(Section 14(1)(g))

- 4.1 At the Electoral Commission, such arrangements for public involvement include:
- a) voter education workshops, school projects - the public may attend and make inputs at these workshops;
 - b) reports - the Annual Report and Election Reports of the Electoral Commission are open to the public for scrutiny and comment;
 - c) Government Gazettes - these are published on a regular basis and the public is provided with the opportunity to give input into principles/policies to be adopted by the Electoral Commission;
 - d) specific stakeholders - Political Party Liaison Committee meetings are held regularly where input on electoral processes and draft regulations are provided by political parties;
 - e) general stakeholders - debriefing meetings to formulate policy are held regularly after elections which provide opportunities to stakeholders to participate by making proposals on policy; and
 - f) Parliamentary Portfolio Committee Meetings - the public attends these meetings and provide input and comment on the matters discussed.

Chapter 5:

Description of remedies available in respect of any Act or failure to act by the Electoral Commission (Section 14(1)(g))

Appeal Procedures

Appeal against the decision of a Deputy Information Officer

- 5.1 If, after complying with the procedural requirements mentioned in clause 2.17, a Deputy Information Officer refuses to grant access to the information requested and such refusal is not based on any ground of refusal mentioned in the Act, the requester may, upon payment of the prescribed fee and within the prescribed time period as prescribed in section 75 of the Act, appeal against that decision to the Information Officer by completing the Notice of Internal Appeal in accordance with Annexure D attached hereto.
- 5.2 If the requester is not satisfied with the decision of the Information Officer, then an appeal may be lodged with the Commission.
- 5.3 The requester may lodge a court application for further relief if not satisfied with the decision of the Commission.

Appeal against the decision of an Information Officer

- 5.4 If a request is made directly to the Information Officer and the Information Officer refuses to grant access to the information requested and such refusal is not based on any ground of refusal mentioned in the Act, the requester may appeal against that decision to the Electoral Commission.
- 5.5 If the requester is not satisfied with the decision of the Electoral Commission the requester may lodge a court application for further relief.

Applications to Court

- 5.6 Applications to court as set out in 5.3 and 5.5 above may only be lodged if all internal appeal procedures have been exhausted and are lodged within the prescribed time period, provided for in Section 78 of the Act.

Chapter 6: Miscellaneous

Updating of Manual

6.1 The Electoral Commission will, if necessary, update and publish its Manual annually. The amendment dates to the Manual are indicated in Annexure E, attached hereto.

Availability of the Manual

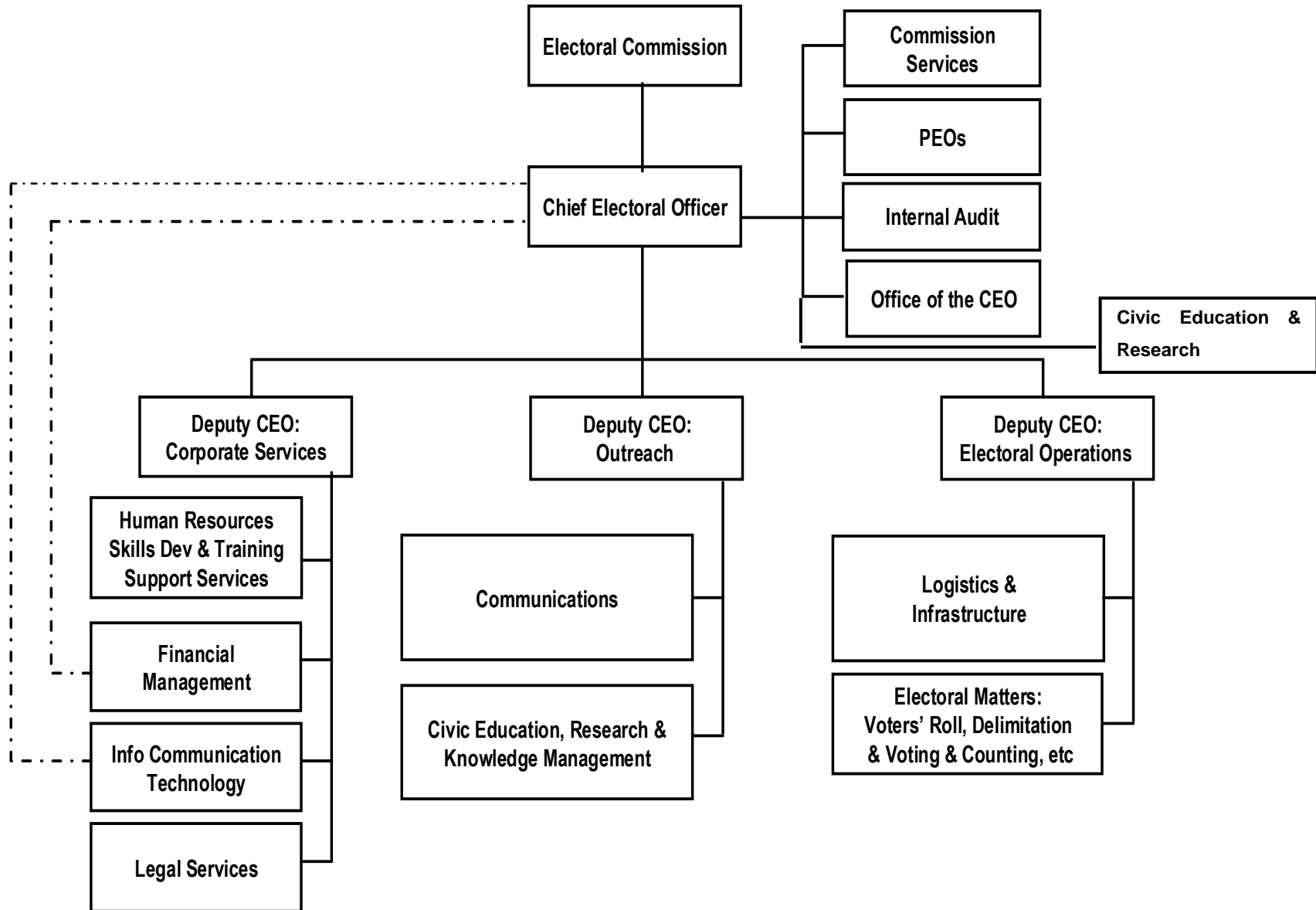
6.2 The regulations made in terms of the Act prescribe that:

- “(a) The Information Officer of a public body must:
 - (i) Make available a copy of the Manual in at least the three official languages in which the Manual is compiled as required by section 14 of the Act, to
 - (aa) The Human Rights Commission; and
 - (bb) The head of office of every office of that public body; and
 - (ii) make available the manual on the website, if any, of the public body; and
- (b) The information officer of a public body may publish the manual in three official languages in the Gazette.”

ANNEXURE A

Schematic diagram of the structure of the
Electoral Commission

COMMISSION ORGANOGRAM



ANNEXURE B

Request for access to
Record of Public Body

ANNEXURE B

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 6]

FOR DEPARTMENTAL USE	
Request received by _____ name and surname of information officer/deputy information officer on (date) at _____ (place).	Reference number: _____ (state rank, officer)
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 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:

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 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: _____			
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>				
<p>1. If the record is in written or printed form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> copy of record*</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> inspection of record</td> </tr> </table>		<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record	
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record			
<p>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> view the images</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy of the images*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> transcription of the images*</td> </tr> </table>		<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*		
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> listen to the soundtrack (audio cassette)</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> transcription of soundtrack* (written or printed document)</td> </tr> </table>		<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)	
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)			
<p>4. If record is held on computer or in an electronic or machine-readable form:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> printed copy of information derived from the record*</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)</td> </tr> </table>		<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)		
<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Postage is payable.</td> <td style="width: 15%; padding: 5px; text-align: center;">YES</td> <td style="width: 15%; padding: 5px; text-align: center;">NO</td> </tr> </table>		Postage is payable.	YES	NO
Postage is payable.	YES	NO		
<p><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></p>				
<p>In which language would you prefer the record?</p>				

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 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

ANNEXURE C

Prescribed fees – Public Bodies

PART II

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) 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
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.
4. The access fees payable by a requester referred to in regulation 7(3) are as follows: R
 - (1)(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 and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2)	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.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

ANNEXURE D

Notice of Internal Appeal

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the Internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

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

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW
DECISION SUBSTITUTED

NEW DECISION:

RELEVANT AUTHORITY _____ DATE

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITY ON (date):

ANNEXURE E

Amendment Dates