

THE ELECTORAL COMMISSION OF SOUTH AFRICA

NOTICE OF CATEGORIES OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE – SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)

The following categories of records of the Commission are available to a person without having to request access in terms of PAIA:

Description	Format	Maintained by	Available: a) For inspection b) For purchase / copy c) Free of charge
Applicable legislation	Hard copy and electronic copy	Deputy Information Officer	<i>Free of Charge</i>
Public statements and communications	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>
Employment Equity Report	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>
General information pertaining to the Commission and information regarding the services rendered	Electronic copy	Deputy Information Officer	<i>Free of charge</i>
Register of political parties	Hard copy	Deputy Information Officer	<i>Free of charge</i>
List of contesting parties in by-elections	Hard copy	Deputy Information Officer	<i>Free of charge</i>
By-election timetables	Hard copy	Deputy Information Officer	<i>Free of charge</i>
Election and By-election results	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>
List of all tenders that are published	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>

List of all tenders that are awarded	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>
Electoral Commission Annual Report 2023-2024	Hard copy	Information Officer	<i>For purchase</i>
Election Report	Hard copy	Information Officer	<i>For purchase</i>
Disclosure Reports in terms of the Political Party Funding Act 6 of 2018	Hard copy and electronic copy	Deputy Information Officer	<i>Free of charge</i>
All Government Gazette Notices that are published in terms of the Political Party Funding Act	Hard copy	Deputy Information Officer	<i>Free of charge</i>

The documents referred to above that are available free of charge can be accessed by visiting the website of the Independent Electoral Commission: <https://www.elections.org.za/pw/>

A request for access to records held by the Commission for inspection or purchase / copy may be made by addressing an email to the Commission's Information Officer or Deputy Information Officers:

Information Officer	Deputy Information Officers
Mr. S Mamabolo mamabolos@elections.org.za	Ms. A. Henning henninga@elections.org.za
	Mr. G. Mahlangu Mahlgangui@elections.org.za
	Mr. M. Mawethu moserym@elections.org.za
	Mr. M. Sheburi sheburim@elections.org.za

or on: _____ (generic email address)

For fees payable see Annexure A.

This notice will be reviewed and updated on a regular basis.

ANNEXURE A

Item	Description	Amount
1.	Request fee, payable by every requester	R100.00
2.	Photocopy or printed black & white copy for every A4 page	R1.50 per page or part of the page
3.	Printed copy of A4-size page	R1.50 per page or part of the page
4.	For a copy in a computer-readable form on: i. a flash drive (provided by the requester); and ii. a compact disc (CD): • if provided by the requester; or • if provided to the requester.	R40.00 R40.00 R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider
6.	For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider
7.	For a transcription of an audio record, per A4-size page	R24.00
8.	For a copy of an audio record on: iii. a flash drive (provided by the requester); and iv. a compact disc (CD): • if provided by the requester; or • if provided to the requester.	R40.00 R40.00 R60.00
9.	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure The search and preparation fee cannot exceed	R100.00 R300.00
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above
11.	Postage, email or any other electronic transfer	Actual expense, if any
Person(s) Exempt 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