

ACCESS REQUEST FORM

Page 1 of 5	FOR OFFICE USE ONLY	Reference Number:  Received by:
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(Section 53(1)(e) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 10]

**1 PARTICULARS OF BODY**

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

**MR PRICE GROUP LIMITED**

**Contact person:** Mrs Helen Ellis Grosvenor

**Postal address:** PO Box 912, Durban 4000

**Physical address:** Upper Level, North Concourse, 65 Masabalala Yengwa Avenue, Durban 4001

**Telephone number:** +27 31 310 8000

**Fax number:** +27 31 304 3725

**E – mail :** [hgrosvenor@mrpricegroup.com](mailto:hgrosvenor@mrpricegroup.com)

**Website :** [www.mrpricegroup.com](http://www.mrpricegroup.com)

**2a PARTICULARS OF REQUESTER (If Natural Person)**

- (a) 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:**

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**Postal address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postal code:** \_\_\_\_\_

**Phone number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Fax number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_  
\_\_\_\_\_

**2b PARTICULARS OF REQUESTER (if a Legal Entity)**

- (a) Particulars of the entity that 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.

Name of entity: \_\_\_\_\_  
\_\_\_\_\_

Registration number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_

Fax number: (\_\_\_\_\_) \_\_\_\_\_

**3 PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE**

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

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: 

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**4 PARTICULARS OF RECORD**

- (a) Provide full particulars of the record to which access is requested, including the reference number if it 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.**

Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference number, if available: \_\_\_\_\_

Any further particulars of record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 FEES**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **non-refundable request fee of R57.00** has been paid.
- (b) 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 the record.
- (c) You will be notified of the amount required to be paid as the **access fee**.
- (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: \_\_\_\_\_

\_\_\_\_\_

**6a FORM OF ACCESS TO RECORD**

**Form in which record is required**

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case, you will be informed whether 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 the record consists of recorded information that can be reproduced in sound:**

- Listen to the soundtrack (audio cassette)                       Transcription of soundtrack\* (written or printed document)

**4. If the record is held on computer or in an electronic or machine-readable form:**  
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

- 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.**

<b>Yes</b>	<b>No</b>
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**6b In the event of disability**

*If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate the form in which the record is required.*

**Disability:** \_\_\_\_\_ **Form in which record is required:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7 PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

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

1. **Indicate the right to be exercised or protected:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
2. **Explain why the record requested is required for the exercise or protection of the aforementioned right:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**8 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?** \_\_\_\_\_

\_\_\_\_\_

**9**

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON  
ON WHOSE BEHALF REQUEST IS MADE

**YOU MUST:**

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

**SEND WITH THIS APPLICATION:**

1. R57.00 (if not personal requester) request fee .
2. Any additional folios completed.

## PRESCRIBED FEES

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 11 (3)]	
<b>1 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
(a) For every photocopy of an A4-size page or part thereof	R 1.25
(b) For every printed copy of an A4-size page of part thereof held on a computer or in an electronic or machine-readable form	R 0.85
(c) For a copy in a computer-readable form on	
(i) stiffy disc	R 8.55
(ii) compact disc	R79.80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R45.60
(ii) For a copy of visual images	R68.40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R22.80
(ii) For a copy of an audio record	R34.20
(f) To search for and prepare the record for disclosure – R34.20 for each hour or part thereof reasonably required for such search and preparation.	
[Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)] [Regulation 11 (3)]	
<b>2 PLEASE NOTE THAT ALL PRICES FOR THE ITEMS LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
(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.	
[Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)] [Regulation 11 (3)]	
<b>3 PLEASE NOTE THAT THE PRICE FOR THE ITEMS LISTED BELOW IS INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
The actual postage fee is payable when a copy of a record must be posted to a requester.	

## ADDITIONAL PRESCRIBED INFORMATION

The Minister of Justice has prescribed no additional information.

*End of Document*