



INFORMATION MANUAL

OF

JONES INSIGHT OUTDOOR PROMOTIONS (PTY) LTD

Registration No.: 2005/037339/07

(hereinafter referred to as "INSIGHT OUTDOOR ADVERTISING")

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

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1. **BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (“THE ACT”)**

- 1.1. The Promotion of Access to Information Act, No. 2 of 2000 (“the Act”) was enacted on 3 February 2000, giving effect to the Constitutional right in terms of Section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa, 108 of 1996 (“the Constitution”), namely, the right of access to any information that is held by the State or any other person and required for the exercise or protection of any rights.
- 1.2. Section 51 of the Act provides that all private bodies, as defined in Section 1 of the Act, are required to compile an information manual in accordance with the Act (“PAIA Manual”).
- 1.3. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislation and/or regulatory requirements, except where the Act expressly provides that the information must not be released. The Act sets out the relevant information pertaining to the procedure to be adopted when requesting specific information from a private body.

2. **THE COMPANY: JONES INSIGHT OUTDOOR PROMOTIONS (PTY) LTD**

- 2.1. Jones Insight Outdoor Promotions (Pty) Ltd (“the Company”) is a duly established and incorporated company and private body in accordance with the laws of South Africa, with Registration No.: 2005/037339/07, conducting business as an advertising agency.

3. **PURPOSE OF THIS PAIA MANUAL**

- 3.1. This PAIA Manual is intended to ensure that the Company complies with the Act and is transparent and accountable, by giving effect to the right of access to information that is required for the exercise and protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.
- 3.2. The Act recognises that the right of access to information cannot be unlimited and should be subject to certain, justifiable limitations, including, but not limited to:-
 - 3.2.1. limitations aimed at the reasonable protection of privacy;
 - 3.2.2. commercial confidentiality; and
 - 3.2.3. effective, efficient and good governance;in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights.
- 3.3. This PAIA Manual complies with the requirements of the Act and recognises that upon commencement of the Protection of Personal Information Act No.4 of 2013, that the

appointed Information Regulator will be responsible to regulate compliance with the Act and the Regulations thereto.

4. **CONTACT DETAILS**

Persons designated/duly authorised persons:

Chief Executive Officer (“CEO”):	Neil David Jones
Company Directors:	Neil David Jones
Registered Address:	5 VICEROY LINK ROAD ROUTE 21 CORPORATE PARK IRENE GAUTENG 0062
Postal Address:	POSTNET SUITE 466 PRIVATE BAG X10 ELARDUSPARK GAUTENG 0047
Contact Person:	Andries Alberts
Telephone Number:	012 345 1716
Contact Email:	andries@insightoutdoor.co.za
Website:	https://www.insightoutdoor.co.za

5. **SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE (“THE GUIDE”) ON HOW TO USE THE ACT**

5.1. The South African Human Rights Commission (“SAHRC”), has compiled the Guide as required in terms of the Act. The Guide contains such information, in an easily comprehensible form and manner, which may reasonably be required by a person who wishes to exercise any right contemplated in the Act and accordingly it contains information on how to use the Act and includes and describes:-

- 5.1.1. the objectives of the Act;
- 5.1.2. particulars of every information officer of every private body, such particulars of every private body as are practicable;
- 5.1.3. the manner and form for requests for access to records of private bodies;

- 5.1.4. the assistance available from the head of the Company and Human Rights Commission in terms of the Act;
- 5.1.5. all remedies available in law regarding an act or failure to act in respect a right or duty conferred or imposed by the Act; and
- 5.1.6. the Regulations promulgated under the Act.
- 5.2. Requesters are referred to the Guide which has been compiled by the SAHRC, which will contain information for the purposes of exercising Constitutional Rights.
- 5.3. The Guide shall be updated and published at least every two years.
- 5.4. The Guide is available in all 11 official languages of South Africa.
- 5.5. Any requests pertaining to the Guide are to be submitted to the CEO or authorised Information Officer.
- 5.6. The contact details of the SAHRC are:-

Head Office:	Johannesburg
Telephone Number:	(011) - 877 - 3600
Fax Number:	(011) – 403 - 06284
Website:	www.sahrc.org.za
E-mail Address:	info@sahrc.org.za

- 5.7. The Guide is available from the SAHRC and available for inspection on its website at www.sahrc.org.za.

6. **RECORDS AVAILABLE ON REQUEST TO ACCESS IN TERMS OF THE ACT**

RECORDS HELD BY THE COMPANY

- 6.1. For the purposes of this clause, “Personnel” refers to any person who works for, or provides services to, or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.
- 6.2. This clause serves as a reference to the categories of information that the Company holds or may hold. The information is classified and grouped according to records relating to the following subjects and categories:-

6.2.1. Private Body Records

- 6.2.1.1. Company Records;

- 6.2.1.2. Financial and Accounting records;
- 6.2.1.3. Operational records;
- 6.2.1.4. Databases;
- 6.2.1.5. Internal Records;
- 6.2.1.6. Privacy Policies and Information Security Safeguards;
- 6.2.1.7. Information Technology;
- 6.2.1.8. Marketing records.

6.2.2. Personnel Records

- 6.2.2.1. Personal records provided by personnel;
- 6.2.2.2. Records provided by a third party relating to personnel;
- 6.2.2.3. Conditions of employment and other personnel-related contractual and quasi-legal records;
- 6.2.2.4. Internal evaluation records and other internal records;
- 6.2.2.5. Correspondence relating to personnel; and
- 6.2.2.6. Training schedules, qualifications and materials.

6.2.3. Customer Related Records

- 6.2.3.1. Records provided by a customer;
- 6.2.3.2. Records provided by a customer to a third party acting for or on behalf of the Company;
- 6.2.3.3. Records provided by a third party;
- 6.2.3.4. Records generated by or within the Company relating to its customers, including transactional records;
- 6.2.3.5. Records related to information the customer is responsible for and processed by the Company, as an operator;
- 6.2.3.6. Correspondence relating to customer;
- 6.2.3.7. Training schedules and materials;
- 6.2.3.8. Contracts and Invoices.

6.2.4. Supplier Related Records

- 6.2.4.1. Records provided by a supplier;
- 6.2.4.2. Records provided by a supplier to a third party acting for or on behalf of the Company;
- 6.2.4.3. Records provided by a third party;
- 6.2.4.4. Records generated by or within the Company relating to its suppliers, including transactional records;
- 6.2.4.5. Records related to information the supplier is responsible for and processed by the Company, as an operator;
- 6.2.4.6. Correspondence relating to supplier;
- 6.2.4.7. Contracts and Invoices.

6.2.5. Contractor/Consultant Related Records

- 6.2.5.1. Records provided by a contractor/consultant;
- 6.2.5.2. Records provided by a contractor/consultant to a third party acting for or on behalf of the Company;
- 6.2.5.3. Records provided by a third party;
- 6.2.5.4. Records generated by or within the Company relating to its contractors/consultants, including transactional records;
- 6.2.5.5. Records related to information the contractor/consultant is responsible for and processed by the Company, as an operator;
- 6.2.5.6. Correspondence relating to contractor/consultant;
- 6.2.5.7. Contracts and Invoices.

6.2.6. Service Provider Related Records

- 6.2.6.1. Records provided by a service provider;
- 6.2.6.2. Records provided by a service provider to a third party acting for or on behalf of the Company;
- 6.2.6.3. Records provided by a third party;
- 6.2.6.4. Records generated by or within the Company relating to its service providers, including transactional records;
- 6.2.6.5. Records related to information the service provider is responsible for and processed by the Company, as an operator;
- 6.2.6.6. Correspondence relating to service provider.

6.2.7. Internal Correspondence, Records and Communication

- 6.2.7.1. Produce/Service Records;
- 6.2.7.2. Statutory Records;
- 6.2.7.3. Internal Policies and Procedures;
- 6.2.7.4. Visitor Records;
- 6.2.7.5. Surveillance and Monitoring Records;
- 6.2.7.6. Correspondence.

These records include, but are not limited to, the records which pertain to the Company's own affairs.

6.2.8. Other Party Records

- 6.2.8.1. Personnel, customer or private body records which are held by another party, as opposed to the records held by the Company itself;
- 6.2.8.2. Records held by the company pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers;

6.2.8.3. The Company may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/ sister companies, joint venture companies and service providers.

6.2.9. Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA Manual. Amongst others, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before the Company will consider access.

7. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

7.1. Records of a public nature, typically those disclosed on the Company’s website and in its various annual reports, may be accessed without the need to submit a formal application.

7.2. Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the head of the Company, as set out in Clause 4.

8. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

8.1. Where applicable to its operations, the Company also retains records in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these Acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

A list of pertinent Acts and Regulations applicable to the carrying on of business by Insight Outdoor:-

No	Ref	Act
1.	No. 75 of 1997	Basic Conditions of Employment Act
2.	No. 71 of 2008	Companies Act
3.	No. 108 of 1996	Constitution of the Republic of South Africa
4.	No. 68 of 2008	Consumer Protection Act
5.	No. 98 of 1978	Copyright Act
6.	No. 25 of 2002	Electronic Communications and Transactions Act
7.	No. 55 of 1998	Employment Equity Act
8.	No. 38 of 2001	Financial Intelligence Centre Act
9.	No. 21 of 1994	Income Tax Act
10.	No. 66 of 1995	Labour Relations Act

11.	No. 24 of 2005	National Credit Act
12.	No. 85 of 1993	Occupational Health and Safety Act
13.	No. 2 of 2000	Promotion of Access to Information Act
14.	No. 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
15.	No. 24 of 1956	Pensions Fund Act
16.	No. 4 of 2013	Protection of Personal Information Act
17.	No. 97 of 1998	Skills Development Act

8.2. It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

9. **PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013 (“THE POPI ACT”)**

9.1. The purpose of processing personal information, a description of the categories of data subjects and of the information or categories of information relating thereto, the recipients or categories of recipients to whom the personal information may be supplied, the planned transborder flows of personal information and a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed, is contained in the Company’s Privacy Policy.

9.2. A copy of the Company’s Privacy Policy is available at the Company’s principal place of business as well as on the Company’s Website at <https://www.insightoutdoor.co.za/>

10. **REQUEST PROCEDURE**

10.1. The requester must complete the prescribed form enclosed herewith (marked “**FORM C**”), and submit same as well as payment of the request fee and a deposit (if applicable) to the Company at the postal or physical address or electronic mail address as set out in Clause 4 above.

10.2. The prescribed form must be filled in with sufficient information to enable the head of the Company to identify the record or records requested and the identity of the requester.

10.3. The requester should indicate which form of access is required and specify a postal address or email address of the requester in the Republic.

10.4. The requester shall identify the right the requester is seeking to exercise or protect and give an explanation of why the requested record is required for the exercise or protection of that right.

10.5. The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.

- 10.6. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the head of the Company.
- 10.7. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 10.8. The head of the Company shall sever a record, if possible, and grant only access to that portion requested, and which is not prohibited being disclosed.

11. **PRESCRIBED FEES**

- 11.1. The Act provides for two types of fees, namely:
 - 11.1.1. A request fee, to be paid by all requesters except personal requesters, before the request is considered; and
 - 11.1.2. An access fee, which is paid by all requesters in the event that request for access is granted. This fee is inclusive of costs involved by the Company in obtaining and preparing a record for delivery to the requester.
- 11.2. The requester must pay the Request Fee (if any), on notice thereof by the head of the Company before any further processing of the request can take place.
- 11.3. If the search for the record of the Company, in respect of which a request for access by the requester has been made, and the preparation of the record for disclosure would, in the opinion of the head of the Company, require more than the 6 (six) hours prescribed for this purpose, the head of the Company shall by notice require the requester to pay as a deposit the prescribed portion, being not more than 1/3 (one third) of the access fee which would be payable if the request is granted.
- 11.4. The notice referred to in Clauses 11.2 and 11.3 above shall state:-
 - 11.4.1. the amount of the deposit payable in terms of Clause 11.3, if applicable;
 - 11.4.2. that the requester may lodge a complaint with the Information Regulator or launch an application with a court against the tender or payment of the request fee, as the case may be; and
 - 11.4.3. the procedure and period for lodging the complaint to the Information Regulator or the application.
- 11.5. In the event that a deposit is paid in respect of a request for access, which is refused, the head of the Company shall repay the deposit to the requester.
- 11.6. The head of the Company may withhold a record until the request has paid the fees, if any.

11.7. A requester whose request for access to a record has been granted, must pay a reasonable access fee for:-

11.7.1. the costs of making a copy of the record, or of a transcription of the content of a record and, if applicable, the postal fee; and

11.7.2. the time reasonably required in excess of the prescribed 6 (six) hours to search for and prepare the record for disclosure, including making arrangements to make it available in the request form, and deposit required in this regard.

11.8. The fee structure is available on the website of the SAHRC at www.sahrc.org.za

12. **ACCESS FEES PAYABLE**

12.1. The fees for reproduction of a record are as follows:-

12.1.1. a copy of the Guide, per A4 size page: R3,90 per page;

12.1.2. for every photocopy of an A4 size page or part thereof: R3,90 per page;

12.1.3. for every printed copy of an A4-size page or part thereof: R4,50 per page;

12.1.4. for a copy of a compact disc: R56,00;

12.1.5. for a transcript of visual images for an A4 size page or part thereof: R40,00;

12.1.6. for a copy of visual images: R60,00 alternatively, if outsourced, will depend on quotation from service provider;

12.1.7. for a transcript of an audio record, for an A4-size page or part thereof: R20,00;

12.1.8. for a copy of an audio record: R30,00 alternatively, if outsourced, will depend on quotation from service provider.

12.2. Where a requester submits a request for access to information held by the Company on a person, other than the requester him/herself, a request fee in the amount of R50,00 is payable upfront before the Company will further process the request.

12.3. If the head of the company is of the opinion that 6 (six) hours will be exceeded to search, reproduce and/or prepare the information requested, a deposit is payable equal to one-third of the amount of the applicable access fee, in terms of clauses 12.1.1 to 12.1.8 hereinabove, per request.

12.4. For postage, the actual expense.

13. **COLLECTION OF FEES**

13.1. The initial request fee of R50,00 payable upfront by a requester, requesting access to information held by the Company on a person, other than the requester him/herself must be deposited into the bank account below and a copy of the deposit slip or proof of payment, application form and other correspondence/documents, should be forwarded to the head of the Company via email.

13.2. The head of the Company will collect the initial Request Fee of applications received directly by the head of the Company via email.

13.3. All fees must be deposited into the following bank account:

Account Name : _____ FNB _____
Account Number : _____ 62425161007 _____
Branch name : _____ Menlyn _____
Branch Code : _____ 250655 _____
Reference : _____ Name _____
Amount : _____

13.4. All fees are subject to change as allowed for in the Act as a consequence, such escalations may not always be immediately available at time of their request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

14. **DECISION ON REQUEST AND NOTIFICATION THEREOF**

14.1. The head of the Company, to whom the request is made, shall, as soon as reasonably possible, but within 30 (thirty) days, after the request has been received or after the particulars required in terms of the Act have been received, decide in accordance with the Act, whether to grant the request and notify the requester of the decision.

14.2. Should the request for access be granted, the head of the Company on notice to the requester shall set out the access fee, if any, to be paid upon access; the form in which the access will be given; that the requester may lodge a complaint to the Information Regulator or launch an application with a court against the access of form of access granted, as the case may be; and the procedure and period for lodging the complaint to the Information Regulator or the application.

14.3. Should the request for access be refused, the head of the Company on notice to the requester shall state the adequate reasons for the refusal, exclude, from any such reasons, any reference to the content of the record; and that the requester may lodge a complaint to the Information Regulator or launch an application with a court against the refusal of the request; and the procedure and period for lodging the complaint to the Information Regulator or the application.

- 14.4. The 30 (thirty) day period referred to in Clause 14.1 may be extended, once, for a further period of not more than 30 (thirty) days if the request is for a large number of records or requires a search through a large number of records; the request requires a search for records in, or collection from, an office of the Company not situated in the same town or city as the head of the Company; consultation among divisions of the Company or with another company is necessary or desirable; or the requester consents in writing to such extension.
- 14.5. The head of the Company must, as soon as reasonably possible, and within 30 (thirty) days, after the request is received, notify the requester of that extension, the period of extension and the reasons for the extension.
- 14.6. In the event that the head of the Company fails to give the decision on a request for access to the requester within the period contemplated, the head of the Company is regarded as having refused the request.

15. **REFUSAL OF ACCESS TO RECORDS**

- 15.1. The Company is entitled to refuse a request for information which relates to the:
 - 15.1.1. Mandatory protection of the privacy of a third party, who is a natural person and includes deceased persons, or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural juristic person;
 - 15.1.2. Mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013;
 - 15.1.3. Mandatory protection of the commercial information of a third party, if the record contains:
 - 15.1.3.1. Trade secrets of the third party;
 - 15.1.3.2. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 15.1.3.3. information disclosed in confidence by a third party, the disclosure of which could put that third party at a disadvantage in negotiations or commercial competition;
 - 15.1.3.4. mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - 15.1.4. Mandatory protection of the safety of individuals and protection of property; and

- 15.1.5. Mandatory protection of record which would be regarded as privileged in legal proceedings.
- 15.1.6. The commercial activities of the Company, which may include:
 - 15.1.6.1. trade secrets of the Company;
 - 15.1.6.2. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company;
 - 15.1.6.3. information which, if disclosed could put the Company at a disadvantage in contractual and other negotiations or commercial competition;
 - 15.1.6.4. a computer program, as defined in Section 1(1) of the Copyright Act No. 98 of 1978, which is owned by the Company, except in so far as it is required to give access to a record to which access is granted in terms of this Act.
- 15.1.7. Mandatory protection of research information of third party and protection of research information of the Company.
- 15.1.8. Despite any of the protections mentioned above, Insight Outdoor shall grant a request for access to a record if:
 - 15.1.8.1. the disclosure of the record would reveal evidence of:
 - 15.1.8.1.1. a substantial contravention of, or failure to comply with, the law; or
 - 15.1.8.1.2. imminent and serious public safety or environmental risk; and
 - 15.1.8.2. the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.
- 15.2. Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- 15.3. All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 15.4. If the requested record cannot be found or if the record does not exist, the head of the Company shall, by way of an affidavit or affirmation, notify the requester that it is not

possible to give access to the requested record. Such notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the head of the Company refuses access to such record.

16. **REMEDIES AVAILABLE WHEN THE COMPANY REFUSES A REQUEST**

16.1. Internal Remedies

16.1.1. The Company does not have internal appeal procedures. The decision made by the head of the Company is final. Requesters may exercise such external remedies at their disposal, if their request for information is refused, and the requestor is not satisfied with the answer supplied by the head of the Company.

16.2. External Remedies

16.2.1. A third party aggrieved by the decision of the head of the Company in relation to a request for access, or a requester aggrieved by the decision of the head of the Company to refuse a request for access or taken in respect of the access fees payable, extension period to deal with request or the form of access granted, may within 180 days of the decision, submit a complaint, alleging that the decision was not in compliance with the Act, to the Information Regulator in the prescribed manner and form for appropriate relief;

16.2.2. A requestor or third party aggrieved by a decision of the head of the Company or Information Regulator, may, by way of application, within 180 (one hundred and eighty) days, apply to court for appropriate relief;

16.2.3. A third party aggrieved by a decision of the head of the Company in relation to a request for access to a record of the Company or that is aggrieved by any decision of the Information Regulator, may, by way of application, within 180 (one hundred and eighty) days apply to court for appropriate relief.

17. **AVAILABILITY AND UPDATING OF THIS PAIA MANUAL**

17.1. This PAIA Manual is made available upon request in terms of Section 51 (3) of the Act.

17.2. The Company will update this PAIA Manual at such intervals as may be deemed necessary.

17.3. This PAIA Manual of June 2021 is available to view at the Company's principal place of business situated at 5 VICEROY LINK ROAD, ROUTE 21 CORPORATE PARK, IRENE, GAUTENG, 0062, as well as on its website, <https://www.insightoutdoor.co.za>.

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

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

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

<p>This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.</p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
|---|
| <p>(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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p>The requester must sign all the additional folios.</p> |
|---|

- 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request 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 for the record, if any, will be determined partly by the form in which access is requested.</p>	

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		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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE