

“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

Head of Body:

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 numbers 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.

Description of record or relevant part of the record:

Reference number if available:

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 for 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 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 appropriated 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 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 for 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 the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches etc)			
	view the images		transcription of the images*
		copy the images*	
3. If the 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 the record is held on a computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record* or	copy in computer-readable form* (stiffy or compact disc)
If you requested a copy or a 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 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 Thisday of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE