



**THE LAND AND
AGRICULTURAL DEVELOPMENT
BANK OF SOUTH AFRICA
INFORMATION MANUAL**

A Guide to Access Information

Land Bank Group Manual in terms of Section 14 of the Promotion of Access to Information Act of
2000

August 2015

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Section 1

Introduction and Background

This Manual is published in accordance with Chapter 2, section 14 of the Promotion of Access to Information Act, 2000 (“PAIA”). PAIA gives effect to the public’s right to have access to information, which right is provided for in the Constitution of the Republic of South Africa, 1996.

Section 9 of PAIA however recognises that such right of access to information is subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality;
- Effective, efficient and good governance; and
- The balance between the right of access to information and any other rights, including such rights contained in the Bill of Rights in the Constitution of South Africa.

The Land and Agricultural Development Bank of South Africa (“Land Bank”) is a public body as defined in terms of PAIA. The Land Bank has 3 (three) subsidiaries (formed in terms of section 36(1) of the Land Bank Act), being the Land Bank Insurance Services SOC Ltd (LBIS), Land Bank Insurance SOC Ltd (LBIC) and Land Bank Life Insurance Company SOC Ltd (LBLIC) LBIC is a short-term insurer registered with the Financial Services Board (FSB) and LBLIC is a long-term insurer also registered with the FSB. These subsidiaries are registered as companies in terms of the Companies Act 71 of 2008. Land Bank Group (which is inclusive of the Land Bank and its subsidiaries) has compiled this Manual not only to comply with the requirements set out in PAIA but also to foster a culture of transparency and accountability in our environment. Subject to the limitations in the Land and Agricultural Development Bank Act, 15 of 2002 (“Land Bank Act”) and the Public Finance Management Act, No.1 of 1999 (“PFMA”), Land Bank Group wants to ensure that members of the public have effective access to information in its possession.

This Manual describes who and what Land Bank Group is, the various categories of information that is in Land Bank Group’s possession and the correct procedure to be followed should a member of the public require access to any of this information.

This Manual can be accessed on the Land Bank website at www.landbank.co.za or by requesting a copy by email from one of the Deputy Information Officers as provided for in section 3 below. The Manual may also be obtained from the South African Human Rights Commission.

Section 2

Structure, Functions and Services of the Land Bank

Legislative framework

The Land Bank was established and constituted under section 3 of the Land Bank Act, 1912 (since repealed) and operates today under the Land Bank Act, 2002. Thus Land Bank is a statutory body and it derives its rights, powers, duties and functions from the Land Bank Act.

The Land Bank is capable of suing and being sued. Land Bank is also capable of purchasing or otherwise acquiring, holding or alienating property, movable or immovable, and of performing such acts as legal persons may generally by law perform.

The Land Bank is exempted from the provisions of any other law governing banks or other financial institutions unless such other law expressly provides for its application to the Land Bank.

Objectives of the Land Bank

The objectives of Land Bank are the promotion, facilitation and support of -

- Equitable ownership of agricultural land, in particular the increase of ownership of agricultural land by historically disadvantaged persons;
- Agrarian reform, land redistribution or development programmes aimed at historically disadvantaged persons or groups of such persons for the development of farming enterprises and agricultural purposes;
- Land access for agricultural purposes
- Agricultural entrepreneurship;
- The removal of the legacy of past racial and gender discrimination in the agricultural sector;
- The enhancement of productivity, profitability, investment and innovation in the agricultural and rural financial systems;
- Programmes designed to stimulate the growth of the agricultural sector and the better use of land;
- Programmes designed to promote and develop the environmental sustainability of land and related natural resources;
- Programmes that contribute to agricultural aspects of rural development and job creation;
- Commercial agriculture; and
- Food security.

The Land Bank must achieve its objects by -

- Providing financial services to promote and facilitate access to ownership of land for the development of farming enterprises and for agricultural purposes by historically disadvantaged persons;
- Providing financial services in support of any of its objects;
- Facilitating and mobilising private sector finance to the agricultural sector; and
- Providing such assistance as is necessary for carrying out the objects of the Land Bank.

Products and Services of the Land Bank

(i) Long-term Mortgage Loan

Term

The Long-term Mortgage loan shall have a term of up to 25 years, depending on the purpose of the loan.

Purpose

The purpose of the loan dictates the maximum term thereof, as shown in Table 1 below.

▪ **TABLE 1**

TERM	PURPOSE
Up to 25 years	<input type="checkbox"/> Purchase of land <input type="checkbox"/> Repayment of debt incurred within 2 years for purchase of land <input type="checkbox"/> Shortfall in deceased estate (bequest price)
Up to 20 years:	<input type="checkbox"/> Purchase of land for estate planning purposes <input type="checkbox"/> Repayment of secured debt <input type="checkbox"/> Purchase of water rights <input type="checkbox"/> Purchase of cellar equipment for wine grapes <input type="checkbox"/> Repayment of bank overdrafts
Up to 15 years:	<input type="checkbox"/> Repayment of any other debts <input type="checkbox"/> Improvements to infrastructure, establishment cost <input type="checkbox"/> Purchase of loose assets i.e. livestock, game, new equipment and new vehicles
Up to 10 years:	<input type="checkbox"/> Second-hand items <input type="checkbox"/> Land Bank debts/arrears
Up to 5 years:	<input type="checkbox"/> Poultry <input type="checkbox"/> Ostriches <input type="checkbox"/> Feedlots <input type="checkbox"/> Production credit

Term Loan or facility payable for 5 years annually.

(ii) Long-term Special Mortgage Loan

Special Mortgage Bonds were created to facilitate the purchase of land by South African individuals who for racial reasons were previously denied full rights to purchase agricultural land and/or to access finance for farming purposes. Such previously disadvantaged individuals must be first time borrowers.

Qualifying applicants can borrow up to R500 000 per household or legal entity, for a term of up to 25 years.

(iii) Medium-term Loan

Term

Up to 15 years, depending on purpose – see Table 2 below.

Where the client can afford this, such client should be encouraged to opt for a shorter term, alternatively to contract over the prescribed term but accelerate payment.

Purpose

▪ **TABLE 2**

PURPOSE	MAXIMUM TERM (YEARS)
Livestock	
Ostriches	3
Sheep/Goats	5
Stud cattle (beef or dairy)	8
Other livestock	8
Establishment of perennial crops	
Sugarcane	8
Orchards & vineyards	10
Forestry	15
Establishment of other perennial crops	5
Irrigation equipment	10
Other purposes	
Any other item not covered by ISF	5
Structural improvements required for production to take place, e.g. chicken houses, tunnels, agricultural fencing, etc.	5

(iv) *Medium-term: Instalment Sales Finance*

Term

Instalment Sales Finance (“ISF”) is a product in terms of which Land Bank finances movable individually identifiable farming assets and equipment. The movable assets financed constitute the primary security and Land Bank remains the titleholder of such goods until such time as they are fully paid for.

This product is similar to the hire purchase agreements offered by commercial banks

Purpose

▪ **TABLE 3**

CATEGORY (MUST BE AGRICULTURE-RELATED)	NEW ITEMS (YEARS)	USED ITEMS (YEARS)
Light delivery vehicles including double cabs	5	4
Trucks and trailers	10	5
Tractors, graders and bulldozers	8	5
Combines and harvesting machines	12	8
Machinery and implements	6	5
Irrigation equipment	10	5
Milking equipment	10	5
Motor cycles (scramblers)	4	2
Light aeroplanes and helicopters	12	8

(v) Short term Production Loan

Term

The term is five years, payable and reviewed every year of the five-year term.

In other words, these loans are of a seasonal nature, and are therefore repayable and renewable at the end of each farming season. In addition, the credit standing of the client is reviewed each time funds are needed to buy production inputs for the next season. The rolling over of the outstanding production loan at the end of each seasonal cycle is not generally permitted

Purposes

- Production inputs
- Packaging costs
- Irrigation costs
- Transport costs
- Marketing costs
- Contractual costs
- Feed for cattle, broilers, etc
- Broilers, Layers and Feedlots
- Farm wages and salaries
- Crop and Livestock insurance
- Any other short-term direct production costs

Products and Services of the Land Bank Subsidiaries

- Level term assurance – this policy is a recurring premium level term assurance that provides insurance against the death of the policyholder. On the death of the life assured the proceeds are paid to the financier to extinguish the loan and any remainder is paid to the estate or nominated beneficiary
- Declining terms assurance – the policy is a recurring premium fixed term assurance that provides insurance against the death of the policyholder. On the death of the life assured the proceeds of the policy are paid to the financier to extinguish the loan.
- Asset assurance – this policy provides insurance cover for the assets of the farmer, e.g. house contents, cars, farming implements etc.
- Crop insurance – this policy provides cover to the farmer in respect of his/her crop. The Hail insurance policy provides cover for damage to the crop during the growing phase from emergence to harvesting. The multi-peril policy provides insurance for loss of income due to shortages in the projected harvest of the insured crop. ***How to gain access to the Products and Services of the Land Bank Group***

To gain access to Land Bank Group Products and Services as described above, contact your local Agricultural Finance Centre's (AFC):

LAND BANK AFC TELEPHONE & FAX NUMBERS			
AFC	TEL NUMBER	FAX NUMBER	PHYSICAL ADDRESS
BEAUFORT WEST	023-414 8300	023-414 2544	74 Bird Street Beaufort West 6970
BETHLEHEM	058-307 5200	058-303 5021	16A Van der Merwe Street Bethlehem 9700
BLOEMFONTEIN	051-404 1400	051-447 7718	78 St. Andrew Street Bloemfontein 9301
CALVINIA	027-341 8140	027-341 4612	17 Stigling Street Calvinia 8190
CAPE TOWN	021-974 2200	021-974 2210	Belvedere Office Park, Block C 6 Pasita Road Durbanville 7550
CRADOCK	048-801 8900	048-881 2892	31 Beeren Street Cradock 5880
CENTURION	012-686 0957	012-686 0500	Block D Eco Glades 2 Witch Hazel Avenue Ecopark Centurion
EAST LONDON	043-706 8600	043-721 0717	Block D, The Quarry Office Park Hammer Mill House East London 5214
ERMELO	017-811 0800	017-811 6553	29 De Klerk Street Ermelo 2350
GEORGE	044-803 8800	044-874 7789	55 York Street George 6530
HEIDELBERG	016-341 9600	016-349 5505	7 Ueckermann Street Heidelberg 1441
KROONSTAD	056-216 6200	056-215 1294	138 Cross Street Kroonstad 9500
LICHTENBURG	018-632 7700	018-632 3838	28 Buchanan Street Lichtenburg 2740
MIDDELBURG	013-283 3500		Midlands Office Park No. 2 Walter Sisulu Street Unit D3 Middleburg 1050

NELSPRUIT	013-754 2400	013-752 6134	16 Ferreira Street Nelspruit 1200
MODIMOLLE	014-717 9140	014-717 1262	90 Church Street Modimolle 0510
PAARL	021-860 2100	021-872 1494	Arcade House 43 Lady Grey Street Paarl 7646
PIETERMARITZBURG	033-845 9600	033-345 8317	133 Church Street Pietermaritzburg 3201
POLOKWANE	015-287 9840	015-291 5169	79 Bicard street Polokwane 0700
PORT ELIZABETH	041-392 1200	041-365 2570	51 Newton Street Newton Park Port Elizabeth 6055
POTCHEFSTROOM	018-294 9800	018-297 4166	The Forum Building, Govan Mbeki Drive and Totius Street Potchefstroom 2520
PRETORIA	012- 432 0480	086 529 5495	1059 François Baard Street Hatfield 0083
RUSTENBURG	014-590 6900	014-597 3732	169 Fatima Bhayat Street Rustenburg 0299
SWELLENDAM	028-514 8200	028-514 3129	18 Voortrekker Street Swellendam 6740
TZANEEN	015-306 6000	015 307 4375	6 Kew Street Tzaneen
UPINGTON	054-338 8400	054-332 5731	55 Schroeder Street Upington 8801
VRYBURG	053-928 1700	053-927 2952	39 Mark Street Vryburg 8601
VRYHEID	034-989 8500	034-980 9259	144 President Street Vryheid 3100
WORCESTER	023-348 6820	023-347 6563	49 High Street Worcester 6850
Head Office - Land Bank - Insurance Services	012-686 0500 012-6860551		Block D, Eco Glades 2 Office Park, 420 Witch Hazel Avenue, Eco Park, Centurion, 0157

Section 3

Contact Details of Information Officer and Deputy Information Officers

In terms of PAIA, the Chief Executive Officer of the Land Bank and the Managing Director of the Subsidiaries are, the Information Officers. The contact details of the Information Officers are as follows:

- **Information Officer:** Mr Tshokolo Petrus Nchocho (**Chief Executive Officer**)

Postal address: P.O. Box 375, Pretoria, 0001

Street address: Block D, Eco Glades 2
Witch-Hazel Avenue
Eco Park
Centurion

Tel: 012-686 0590

Fax: 012-686 0588

E-mail: TPNchocho@landbank.co.za

- **Information Officer:** Mr Mpumi Tyikwe (**Managing Director**)

Postal address: P.O. Box 375, Pretoria, 0001

Street address: Block D, Eco Glades 2
Witch-Hazel Avenue
Eco Park
Centurion

Tel: 012-686 0555

Fax: 012-686 0581

E-mail: MTyikwe@landbank.co.za

The Information Officer of a public body has direction and control over every deputy information officer of that body. After giving due consideration to the need to render the Land Bank Group as accessible as reasonably possible for requesters of its records, the Information Officer has delegated power to the following employees to act as Deputy Information Officers:

- **Deputy Information Officers:**

- **Loyiso Ndlovu Executive Manager Strategy Marketing, Communications & Policy**

Postal address: P.O. Box 375, Pretoria, 0001

Street address: Block D, Eco Glades 2
Witch-Hazel Avenue
Eco Park
Centurion

Tel: 012-686 0646

Fax: 012-686 0718

E-mail: LNdlovu@landbank.co.za

- **Jerome Mthembu Executive Manager: Legal Services Officer**

Postal address: P.O. Box 375, Pretoria, 0001

Street address: Block D, Eco Glades 2
Witch-Hazel Avenue
Eco Park
Centurion

Tel: 012-686 0701

Fax: 012-686 0718

E-mail: jsmthembu@landbank.co.za

- **Langa Mnyandu Public Officer (LBIC / LBIS / LBLIC)**

Postal address: P.O. Box 375, Pretoria, 0001

Street address: Block D, Eco Glades 2
Witch-Hazel Avenue
Eco Park
Centurion

Tel: 012-686 0552

Fax: 012-686 0581

E-mail: LLMnyandu@landbank.co.za

Section 4

South African Human Rights Commission Official Guide

The information contained in this Manual and that of all other public and private bodies can be obtained from the South African Human Rights Commission (“SAHRC”). Section 10 of PAIA requires the SAHRC to publish a guide containing information that is reasonably required by a person wishing to exercise or protect any right in terms of PAIA (“the Guide”). The Guide contains, inter alia, the following information:

- The objects of PAIA;
- Contact details of the information officers and deputy information officers of every public body;
- The manner and form of a request for access to information held by a body;
- Assistance available from both the information officers and the Human Rights Commission in terms of PAIA;
- All remedies in law regarding acts, omissions, rights, and duties, including how to lodge an internal appeal and a court application;
- Schedules of fees to be paid in relation to requests for access to information; and
- Regulations made in terms of PAIA.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details are as follow:

Postal Address: South African Human Rights Commission
Promotion of Access to Information Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: 011 877 3600

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

Section 5

Information that is Automatically Available – section 14(1)(e)

Section 14(1)(d) of PAIA requires Land Bank to provide a description of the subjects on which Land Bank holds records and the categories of records held on each subject in order to facilitate a formal request for access to information.

The Land Bank is not required to submit to the Minister of Justice and Constitutional Development a description of information that is automatically available (section 15 (1)). However, in support and promotion of transparency, the Land Bank included in this Manual a list of categories of information automatically available for the benefit of our clients and the public.

The information set out in this section relate to records that are automatically available for inspection, purchase or photocopying.

This information need not be requested by formal request in terms of PAIA and could be requested from any of the AFC's as listed under section 2 or any of the information officers as listed under section 3.

Automatically available information

The following information / records can be obtained automatically without a formal request:

1. Annual Reports
2. Land Bank printed publications
3. Newsletters
4. Marketing material
5. Booklets
6. Posters
7. Pamphlets
8. Leaflets
9. Other literature intended for public viewing

The information that is available on the Land Bank website (www.landbank.co.za) is voluntarily disclosed.

Section 6

Information that is Not Automatically Available – section 14(1)(d)

Section 14(1)(d) of PAIA requires Land Bank to provide a description of the subjects on which Land Bank holds records and the categories of records held on each subject in order to facilitate a formal request for access to information. However, it is emphasized that access to the records set out in this section is not automatic. Such access must be requested using the formal request procedure set out in section 7 below. A request for access to the following records is subject to limitations in PAIA and the Land Bank Act, based on which a request for access may be refused.

Herewith a list of records:

A. Office of the CEO

- a. Board correspondences to and from internal and external stakeholders;
- b. Board correspondences to and from Ministry of Finance;
- c. Delegation of Powers
- d. Signing authorities
- e. Corporate Plan
- f. Shareholders' Compact

B. Agricultural Economic Research and Innovation Services

- a. Commodities Reports
- b. Economic Reviews
- c. Market Indicators
- d. Reports / Policies
- e. Research and Innovation
- f. Industry and Sector Reports

C. Board Secretariat

- a. Board and Committee Attendance Registers
- b. Board and Committee minutes and Agendas
- c. Tape recordings of Board and Committee meetings
- d. Executive Committee minutes

D. Operations and AFC Network

- a. Loan Applications
- b. Loan Documents
- c. Fees and Costs
- d. Client information
- e. Policies and procedures

E. Communications

- a. Internal newsletters
- b. Internet
- c. Intranet
- d. Minutes of meetings
- e. Communication strategies
- f. Media strategies
- g. Media briefs
- h. News articles
- i. Publications
- j. Corporate Social Investment

- k. Student Bursary Contracts
- l. Policies and procedures

F. Human Resources

- a. HR Policies
- b. IR Collective Agreements
- c. Land Bank Retirement Fund Rules
- d. Employment Equity Plan
- e. Workplace Skills Plan

G. Information Technology

- a. Information Technology Policies and Procedures
- b. IT Service Providers of Business Applications in use
- c. Procurement of IT services and equipment

H. Legal

- a. Legal Policies and Procedures
- b. Agreements with service providers and other parties
- c. Correspondence with clients

I. Marketing

- a. Promotional and marketing materials
- b. Minutes of meetings
- c. Marketing and distribution strategies
- d. Broadcast adverts and programmes
- e. Photographic images

J. Finance

- a. Financial Management Policies and Procedures
- b. Business Unit Budgets
- c. Books of account
- d. Client records/accounts
- e. Procurement contracts and agreements
- f. Suppliers Database
- g. Asset Register
- h. Insurance Policies

K. Treasury

- a. Treasury Policy Manual
- b. Borrowing Programmes
- c. Domestic Medium Term Note Programme Documentation
- d. Treasury Reports

L. Subsidiaries

- a. Insurance quotations
- b. insurance application forms
- c. Insurance policies
- d. Agreements with partners
- e. Minutes of meetings
- f. Financial Management
- g. Books of account
- h. Claims assessment processes
- i. Actuarial policies
- j. Complaints management policies

- k. FAIS conflict of interest policies
- l. Compliance policies
- m. Outsourcing policies
- n. governance and risk management policies

M. General

- a. *All and any minutes, records of decisions or deliberations, together with all supporting documents, that took place or were exchanged in relation to internal meetings of Land Bank committees, departments, AFC's, business units or sub-groups thereof*
- b. *All and any internal communications or communications between Land Bank employees regarding Land Bank matters and external parties*

Section 7

Formal request procedure and limitations

If you wish to request access to any of the categories of information as described in section 6 of this Manual, you are required to follow the formal request procedure.

The formal request procedure requires that you complete a request form as set out in prescribed Form A of Appendix A hereto. These forms are also available from:

- The Land Bank Information Officer and Deputy Information Officers (whose contact details are in section 3 of this Manual);
- The Land Bank internet website (www.landbank.co.za);
- The SAHRC website (www.sahrc.org.za);
- The Department of Justice and Constitutional Development website (www.doj.gov.za).

It is important to note that Land Bank Group has a duty, in terms of section 19 of PAIA, to render reasonable assistance to you to enable you to request access to information in the prescribed form.

There is a prescribed fee (payable in advance) for *requesting* and *accessing* information in terms of PAIA. Details of these fees are contained in section 9 of this Manual.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information that you have requested, including copying charges. In this regard, please refer once again to section 9 of this Manual.

Once a request form has been received, Land Bank Group has 30 days to respond to the requester with an answer in the manner indicated on the request form (telephone, fax, mail etc.).

This however does not mean that every request will be honoured:

- Section 7 of PAIA states that PAIA does not apply to records requested for criminal or civil proceedings *after* commencement of the proceedings;
- Furthermore, section 34 – 46 of PAIA sets out various grounds upon which Land Bank may refuse records.

Please consider these limitations when requesting access to information that is in Land Bank Group's possession.

A copy of PAIA is placed on the Land Bank website (www.landbank.co.za) for easy access and reference.

Section 8

Remedies in terms of PAIA

Any requester that is dissatisfied with any decision of the Land Bank Group in respect of a request for access to a record of the Land Bank Group can approach the High Court or another court of similar status to seek redress by way of an application to the court within 30 (thirty) days in terms of section 78(2) of PAIA.

Section 9

Fees payable as prescribed by PAIA

The fee for a copy of the Manual as contemplated in regulation 5 (c) of the Act is R0,60 for every photocopy of an A4 size of page or part thereof.

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) of the Act is R35,00

The fees for reproduction referred to in regulation 7(1) of the Act are as follows:

- For every photocopy of an A4-size page or part thereof R1,10
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
- For a copy in a computer-readable form on –
 - Compact disc R70,00
- For a transcription of visual images, for an A4-size page or part thereof R40,00
- For a copy of visual images R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R20,00
- For a copy of an audio record R30,00

The access fees payable by a requester referred to in regulation 7(3) of the Act are as follows:

- For every photocopy of an A4-size page or part thereof R0,60
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,40
- For a copy in a computer-readable form on
 - Compact disc R40,00
- For a transcription of visual images, for an A4-size page or part thereof R22,00
- For a copy of visual images R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R12,00
- For a copy of an audio record R17,00

- 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.

- For any request that would require more than six hours to access or to prepare for disclosure, one third of the access fee is payable as a deposit by the requester.

- The actual postage is payable when a copy of a record must be posted to a requester.

APPENDIX A

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]

<p>FOR DEPARTMENTAL USE</p> <p>Reference number:</p> <p>Request received by..... (state rank, name and surname of information officer/deputy information officer) on(date) at.....(place)</p> <p>Request fee (in any):..... R.....</p> <p>Deposit (if any): R.....</p> <p>Access fee; R.....</p> <p>..... SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER</p>

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 surnames:

.....

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.***

.....
.....
.....
.....

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.*

Reasons 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:

.....

.....

.....

Mark the appropriate box with an X

NOTES:

(a) *Compliance with your request for access 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 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 records 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 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		Printed copy of information derived		Copy in computer readable form* (stiffy or
--	-----------------	--	-------------------------------------	--	--

	record*		from the record*		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?					YES	NO
Postage is payable						
<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><i>In which language would you prefer the record?</i></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 you request.

How would you prefer to be informed on 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