

## PAIA ACCESS REQUEST FORM

Page 1 of 5	FOR OFFICE USE ONLY	Reference Number:  Received by:
(Section 53(1)(e) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 10]		
<b>1) PARTICULARS OF BODY</b> Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:  <b>MR PRICE GROUP LIMITED</b> <b>Contact person:</b> Mrs Janis Cheadle  <b>Postal address:</b> PO Box 912 Durban 4000  <b>Physical address:</b> Upper Level, North Concourse 65 Masabalala Yengwa Avenue Durban 4001  <b>Telephone number:</b> +27 31 310 8000  <b>Fax number:</b> +27 31 304 3725  <b>E – mail :</b> <a href="mailto:jcheadle@mrpg.com">jcheadle@mrpg.com</a>  <b>Website :</b> <a href="http://www.mrpricegroup.com">www.mrpricegroup.com</a>		





**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:**

(including 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:**

(including 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\*

\* 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
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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 AUTHORISED SIGNATURE**

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 FOR THE ITEMS 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 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 – for each hour or part thereof (as is reasonably required for such search and preparation).	R34.20
(g) Six hours as the hours to be exceeded before a deposit is payable	
(h) One third of the access fee is payable as a deposit by the requester	
(i) The actual postage fee is payable when a copy of a record must be posted to a requester.	