**AGRICULTURAL PRODUCE AGENTS’ COUNCIL**



**PAIA MANUAL**

Published in terms of section 14 of the

Promotion of Access to Information Act 2 of 2000.

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# INTRODUCTION

The Agricultural Produce Agents Council is a Regulatory Authority established in terms of section 2 of the Agricultural Produce Agents Act (Act 12 of 1992) (“the APA Act”) as amended by the Agricultural Produce Agents Amendment Act, No. 47 of 2003 (“APAC”).

This manual is published in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (the “PAIA Act”) [the “Manual”] and provides an outline of the type of records and personal information which APAC holds. The Manual also explains how to submit requests for access to these records in terms of the PAIA Act. In addition to explaining how to access, or object to, personal information held by APAC, or request correction of the personal information, in terms of sections’ 23 and 24 of the Protection of Personal Information Act 4 of 2013 (the “POPI Act”), the Manual also explains how to submit requests for access to these records in terms of the PAIA Act.

The objective of the PAIA Act is to give effect to the constitutional right to access to information, which information is held by a public or private body and which information is required for the exercise or protection of any rights. The PAIA Act recognises the right entrenched in section 32 of the Constitution of the Republic of South Africa, 1996 and aims to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information.

Accordingly, requests for access to information held by APAC shall be made in accordance with the prescribed procedures and subject to payment of the prescribed fees set forth in terms of Section 22 of PAIA, if applicable.

## Availability of this PAIA Manual

This PAIA Manual is published on the APAC website at <https://www.apacweb.org.za/> or alternatively, a copy can be requested from the Information Officer or Deputy Information Officer (see contact details in paragraph 2 below).

## Availability of guides to the PAIA and POPI Acts

Guides to the PAIA and POPI Acts can be obtained, and queries directed to:

|  |
| --- |
| **POPI and PAIA Acts** |
| **The office of the Information Regulator:**  Physical Address:  JD House 27 Stiemens Street Braamfontein  Johannesburg  Gauteng |
| Website: [www.justice.gov.za/inforeg/](http://www.justice.gov.za/inforeg/)  E-mail: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za) |

# APAC’S CONTACT DETAILS

**Contact details in terms of section 14 of PAIA:**

The Agricultural Produce Agents Council

Postnet Suite no 296

Private Bag X1

East Rand

1462

Physical Address:

Unit 5, Building 5

Benvista Office Park

Edgar Road

Jansenpark

Boksburg

Website: <https://www.apacweb.org.za/>

**Duly authorised persons:**

|  |  |
| --- | --- |
| **Information Officer:** | **Deputy Information Officer:** |
| Name: CF Knowles  Tel: 011 894 3680  Fax: 086 669 9178  E-mail: francois@apacouncil.co.za | Name: Zodwa Cibane  Tel: 011 894 3680  Fax: 086 669 9178  E-mail: admin@apacouncil.co.za |

**Applicable Legislation and Legislative Mandate:**

As a creature of statute, APAC receives its mandate from the APA Act. APAC’s mandate is to regulate the occupations of fresh produce, export, and livestock agents and to maintain and enhance the status and dignity of those occupations and the integrity of persons practicing those occupations. The following legislation, amongst others which may become applicable from time to time, is applicable to and observed by APAC pursuant to undertaking its day-to-day operations:

|  |  |  |
| --- | --- | --- |
| **Item No:** | **Legislative Reference:** | **Act:** |
| 1 | No. 71 of 2008 | The Companies Act |
| 2 | No. 75 of 1997 | The Basic Conditions of Employment Act |
| 3 | No. 55 of 1998 | The Employment Equity Act |
| 4 | No. 58 of 1962 | The Income Tax Act |
| 5 | No. 66 of 1995 | The Labour Relations Act |
| 6 | No. 89 of 1991 | The Value Added Tax Act |
| 7 | No. 37 of 2002 | The Financial Advisory and Intermediary Services Act |
| 8 | No. 25 of 2002 | The Electronic Communications and Transactions Act |
| 9 | No. 2 of 2000 | The Promotion of Access to Information Act |
| 10 | No. 4 of 2013 | The Protection of Personal Information Act |
| 11 | No. 63 of 2001 | The Unemployment Insurance Act |
| 12 | No. 53 of 2003 | The Broad-Based Black Economic Empowerment Act |
| 13 | No. 12 of 1992 | The Agricultural Produce Agents Act 12 of 1992 |

**APAC’s Mission and Vision:**

APAC’s mission is to fulfil our mandate under the APA Act, protect the industries we regulate from dishonest practices and uphold our responsibility to maintain and enhance the occupations of fresh produce, export, and livestock agents.

# APAC’S RECORDS

## Records available without formal requests

|  |
| --- |
| APAC’s PAIA Manual |
| Circulars and newsletters to the industry |
| Annual reports to the Department of Agriculture |
| Other documents:   * The APA Act, as well as the rules published in terms of the APA Act, namely the rules applicable to fresh produce, export, and livestock agents. |
| Information available on APAC’s website (<https://www.apacweb.org.za/>):   * Public notices to agents and agencies * Trust reconciliation submissions * Audit report submissions * Disciplinary actions taken * Outstanding agency fees * Deregistered agents * Registered fresh produce agents * Fresh produce market information * Application procedures * APAC’s business plans * APAC’s credit sales policy * APAC Auditors checklist * The rules in respect of the various professions regulated by APAC |
| General information pertaining to APAC:   * Organisational profile: * Overview * Objectives * Functions * Council Structures * Committee Structures * Contact information for APAC * Public query forms * News articles * Media releases * Legislation * General announcements, press releases and notices |

## Records for which formal requests are required

The following information should be formally requested by using the request procedure set forth in paragraph 5 below, which are broad categories of records of information held by APAC.

|  |
| --- |
| Compliance and regulatory records:   * Compliance profiles of agents and agencies * Compliance records which are of a confidential nature * Public query information |
| Legislative and policy records:   * Research papers and associated information * Documents distributed for purposes of internal meetings with the council and various committees * Legal opinions |
| Corporate governance records:   * Organisational and business plans (other than that which is made public via APAC’s website) * Minutes and records of internal council or committee meetings * Memoranda of understanding and third-party agreements * APAC internal policies and procedures |
| Information technology records:   * Incidents and service requests * Asset issuing and custodian information * System event logs * System performance logs * Systems maintenance check lists * Monthly operations reports * Service level agreements * Information security policies and procedure manuals * Network maintenance * System development lifecycle documents |
| Financial management records:   * Financial and management accounting records * Financial reporting records * Contracts and tender administration * Asset management |
| Human resources management:   * HR policies and procedures * Employment agreements * Employee records * Advertised posts * Learning and development records (i.e Skills development plans) |
| Project management records:   * Project methodologies and standard frameworks * Project lifecycle information * Project operations documentation |
| Communication records:   * Official external communication records (i.e media releases) * Website content * Corporate identity |

## Requests for information with a sensitive classification

Requests for sensitive information will be handled by the Deputy Information Officer, who will evaluate the request within the statutory and regulatory frameworks and respond to the request accordingly to the requester.

## Grounds for refusal of access to records

Upon receipt of a request for access to information, APAC will be required to consider such a request in light of the provisions of Chapter 4 of the PAIA Act. Subject to such consideration, APAC will be required to either grant such a request or refuse such a request. If APAC elects to refuse access to a particular record, such refusal will be subject to APAC’s interpretation of the various prescribed grounds for refusal as set forth in Chapter 4 of the PAIA Act and specifically sections 34 to 46 of the PAIA Act.

# PROCESSING OF PERSONAL INFORMATION

Pursuant to promoting responsible information processing practices within its organisation, as well as in its capacity as responsible party contemplated in terms of the provisions of the POPI Act, APAC takes any activities relating to the protection and processing of personal information (as defined in terms of the provisions of section 1 of the POPI Act) very seriously. To promote the constitutional right to privacy, as well as to play its part in promoting the rights protected in terms of the POPI Act, APAC undertakes to, in so far as is required of it, observe the requirements and conditions for the lawful processing of personal information.

## The purposes for which APAC processes personal information

APAC may process personal information for a variety of purposes, which may include, but is not limited to, the following purposes:

* to fulfil its mandate in terms of the Agricultural Produce Agents Act, 1992 (as Amended);
* to provide or manage any information requested by data subjects in general and our agents or agencies;
* to help APAC identify data subjects and third parties when they contact APAC, or we contact them;
* to administer claims and the disciplinary proceedings associated with non-compliance by agents or agencies;
* for the purpose of securely storing, retaining, and recalling the Personal Information of data subjects and third parties from time to time;
* to maintain agent and agency records;
* to maintain supplier records;
* for recruitment purposes;
* for employment purposes;
* for apprenticeship purposes;
* for general administration, financial and tax purposes;
* for legal or contractual purposes;
* for health and safety purposes;
* to monitor access, secure and manage any of our office premises and facilities regardless of location in South Africa;
* to transact with our suppliers;
* to analyse the personal information collected for research and statistical purposes;
* to help us recover debts;
* to carry out analysis and agent profiling; and
* to transfer Personal Information across the borders of South Africa to other jurisdictions should it be required.

## Categories of data subjects and personal information processed by APAC

The categories of data subjects and personal information processed by APAC may include, but is not limited to, the following:

* The information of agents and agencies who are registered with APAC;
* The information of employees;
* The information of suppliers and service providers to APAC;
* The information of producers with whom our agents and agencies deal;
* The information of various other regulatory bodies and authorities; and
* The information of members of the council.

## Recipients or categories of recipients with whom personal information is shared

Subject to any relevant terms and conditions of use which may be applicable when a data subject engages with APAC, we may share the personal information of any data subject we process for any of the purposes outlined in section 4.1 above, with the following third parties, whether such third parties qualify as “responsible parties” in terms of section 1 of the POPI Act or not:

* any government department and/or public sector stakeholder;
* any authorised APAC consultant;
* any relevant service providers;
* any relevant governmental authorities who may govern APAC in undertaking its operations;
* any approved service provider, contractor, or supplier with whom APAC has an agreement;
* any approved business partners who provide products and services to APAC; and
* any approved service providers or authorised agents who perform services on APAC’s behalf.

APAC processes personal information in order to execute its mandate to regulate the occupations of fresh produce, export and livestock agents and to maintain and enhance the status and dignity of those occupations and the integrity of persons practicing those occupations, according to section 9 of the Agricultural Produce Agents Act, 12 of 1992, as well as to foster a legally compliant workplace environment, as well as safeguard the personal information relating to any data subjects which it in facts holds. We undertake to process any personal information in a manner which promotes the constitutional right to privacy, retains accountability and data subject participation.

## Information security measures to protect personal information

We have, and continue to, implement reasonable, technical, and organisational measures for the protection of personal information processed by APAC. We at all times take reasonable and appropriate security measures to secure the integrity and confidentiality of personal information in our possession in order to guard against:

* the loss of damage to or unauthorised destruction of personal information;
* the unlawful access or processing of personal information; or
* the wilful manipulation of personal information.

We will take steps to ensure that any third-party process operators (as defined in terms of section 1 of the POPI Act) who process personal information on behalf of APAC apply adequate safeguards as outlined above.

## Trans-border flows of personal information

APAC will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing and will do so only in accordance with South African legislative requirements or if the relevant data subject consents to the transfer of their personal information to third parties in any foreign jurisdictions.

We will take reasonable steps to ensure that any third-party process operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold the principles for reasonable and lawful processing of personal information as contemplated in terms of the POPI Act.

## Personal information received from third parties

When APAC receives personal information from any third party on behalf of a data subject, we require confirmation that such a third party has written consent from the data subject, that they are aware of the contents of this PAIA Manual and the APAC Privacy Policy, and do not have any objection to our processing their personal information accordingly.

# PRESCRIBED REQUEST FORMS

## How to gain access to records not automatically disclosed

Information, which is automatically available, without having to complete the prescribed Form A and paying the requester’s fee, will be made available at the offices of APAC (the particulars of which appear in section 2 above) or in the manner requested, should this be reasonable and possible. The manner of access will include:

* Perusal with copying of material if needed and at the prescribed fee for copies;
* Access to visual, audio-visual material with a transcription, dubbing, copying or both, if required.

To facilitate the processing of any request by a requester, kindly follow the procedure set forth herein below:

1. Use the prescribed Form A attached hereto as **Annexure A**, alternatively found on APAC’s website – <https://www.apacweb.org.za/> .

Address your request to Postnet Suite #296, Private Bag X1, East Rand, 1462.

1. Provide sufficient detail to enable the APAC or any authorised person dealing with a request to identify:
   1. The record(s) requested;
   2. The requestor (and, if an agent is lodging the request or behalf of someone, proof of capacity and authorisation);
   3. The South African postal address, email address or fax number of the requestor;
   4. The form of access required;
   5. If the requester wishes to be informed of the decision in any manner (in addition to being informed in writing) the manner and particulars thereof;
   6. The right which the requestor is seeking to exercise or protect with an explanation of the reason the record is required in order to exercise or protect the right.

## Prescribed fees

The following applies to requests (other than personal requests):

1. A requestor is required to pay the prescribed fees as contemplated in terms of Section 22 of PAIA (if applicable) before a request will be processed.
2. If the preparation of the record requested requires more than the prescribed hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
4. Records may be withheld until the fees have been paid.

The detailed Fee Structure as prescribed in terms of section 22 of the PAIA Act is attached hereto as **Annexure B** and is also available on APAC’s website – <https://www.apacweb.org.za/>

## Access to prescribed forms and fees

Prescribed forms and fees are published on APAC’s website or, alternatively, copies can be requested from the Information Officer or Deputy Information Officer (see contact details in section 2). Prescribed forms and fees can be found on APAC’s website.

# REMEDIES

Should a requester wish to appeal against a decision of the Information Officer in respect of a request which has been refused, such a requester is entitled to lodge an internal appeal against the decision in the manner contemplated in section 75 of the PAIA Act.

**ANNEXURE A**

**REQUEST FOR ACCESS TO RECORD OF A PUBLIC BODY**

[Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)]

**[Regulation 6]**

# A. Particulars of Public Body

The Agricultural Produce Agents Council

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

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

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

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

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Switchboard)

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request to be address to:

The Information Officer / Deputy Information Officer:

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

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

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

# B. Particulars of person requesting access to the record

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 only be completed if a request for information is being made on behalf of another person.*

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

Identity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Particulars of record

*The requestor must provide full particulars of the record to which access is requested, including any reference number if that is known to the requestor, to enable the record to be located. You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.*

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

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

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

# E. Fees

*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. APAC will, upon receipt of your request, notify you of the amount required to be paid as the request fee. 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. If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

# 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: \_\_\_\_\_\_\_\_ |
| *Mark the appropriate box with an* **X***.*   1. *Compliance with your request in the specified form may depend on the form in which the record is available.* 2. *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.* 3. *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 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 YES NO the copy or transcription to be posted to you? **Postage is payable.**

# G. Particulars of right to be exercised or protected

|  |  |
| --- | --- |
| *You are welcome to attach an annexure (which must be signed) to this request form should the space provided herein be insufficient.* | |
|  |  |

Indicate which right is to be exercised or protected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

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

SIGNATURE OF REQUESTER / PERSON

ON WHOSE BEHALF REQUEST IS MADE

**ANNEXURE B**

**PRESCRIBED FEE TARIFF**

**GENERAL**

The following applies to requests (other than personal requests):

1. A requester is required to pay the prescribed fees before a request will be processed;

1. If the preparation of the record requested requires more than the prescribed hours determined by APAC’s Information Officer, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

1. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
2. Records may be withheld until the fees have been paid. Payments should be made to the business account of APAC; the particulars of which account details will be made available to a requestor upon lodging a request for access to information.

**FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the Manual as contemplated in Regulation 5 is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in Regulation 7(1) 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 –   1. Stiffy disc 2. Compact disc | **R5.00**  **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** |

1. The request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2) is R35.00.
2. The access fees payable by a requester referred to in Regulation 7(3) 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 –   1. Stiffy disc 2. Compact disc | **R5.00**  **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** |

1. To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour reasonably required for such search and preparation.
2. For purposes of section 22(2) of the Act, the following applies:

|  |
| --- |
| 6 hours as the hours to be exceeded before a deposit is payable; and |
| One third of the access fee is payable as a deposit by the requester. |

1. Postage fees are payable when a copy of a record must be posted to a requester.