



CHARGE SHEET FOR ACCESS TO INFORMATION
(Act 2/2000 Requests)

A. Requester's Details:

Full names and surname: _____

Address: _____

Reference number: _____

B. Prepared by: (Department)

Full names and surname: _____

Date: _____

Signature: _____

Approved (Manager): _____

1. ACCESS FEES FOR REPRODUCTION		
1.1	For every photocopy of an A4-size page or part thereof	R 1.10
1.2	For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
1.3	For a copy in a computer-readable form on stiffy disc	R 7.50
1.4	For a copy in a computer-readable form on compact disc	R70.00
1.5	For a transcription of visual images for an A4-size page or part thereof	R40.00
1.6	For a copy of visual images	R60.00
1.7	For a transcription of an audio record for an A4-size page or part thereof	R20.00
1.8	For a copy of an audio record	R30.00
2. ACCESS FEE FOR TIME SPENT		
2.1	The time reasonably required to search for the record for disclosure and preparation	R30.00/ hr or part of
3. REQUEST FEE		
3.1	For a request for access to a record by a person other than a personal requestor	R50.00
4. DEPOSIT		
4.1	One third of the access fee is payable as a deposit by the requester	
4.2	Six hours as the hours to be exceeded before a deposit is payable	
5. POSTAL FEE		
5.1	When a copy of a record must be posted to the requestor	R9.75
6. APPEAL FEES		
6.1	For lodging an internal appeal by a requester against the refusal of his/her request for access to a record	R 50.00
7. VAT		
7.1	Private bodies registered under the Value Added Tax Act, 1991 may add VAT to all the abovementioned fees	
8.1	TOTAL	