



PRESCRIBED FEE SCHEDULE

A Requester who seeks access to a record containing personal information about that Requester is not required to pay the request fee.

Every other Requester, who is not a personal requester, must pay the required request fee:

- The Information Officer of the Company must notify the Requester (other than a personal Requester) by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the Requester must pay to the Company is R50. The Requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the Requester must be notified in the required form.
- If the Request is granted then a further access fee must be paid for the search, reproduction, preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The fees for reproduction referred to in Regulation 1(1) are as follows:

- 1) For every photocopy of an A4-size page or part thereof R1,10
- 2) 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
- 3) For a copy in a computer-readable form on -
 - a) stiffy disc R7,50
 - b) compact disc R70,00
- 4) For a transcription of visual images, for an A4-size page or part thereof R40,00
- 5) For a copy of visual images R60,00
- 6) For a transcription of an audio record for an A4-size page or part thereof R20,00
- 7) For a copy of an audio record R30,00
- 8) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- 9) For purposes of Section 54(2) of the Act, the following applies:
- 10) Six hours as the hours to be exceeded before a deposit is payable; and
- 11) one third of the access fee is payable as a deposit by the Requester.
- 12) The actual postage is payable when a copy of a record must be posted to a Requester.