

OUTCOME OF REQUEST AND OF FEES PAYABLE
(Regulation 8)

NOTE:

1. If your request is granted the—
(a) amount of the deposit, (if any), is payable before your request is processed;
and (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____ refers.

1. YOU REQUESTED:	
Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	

Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	
2.TO BE SUBMITTED:	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
Email of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

3.KINDLY NOTE THAT YOUR REQUEST HAS BEEN:

	APPROVED
	DENIED, FOR THE FOLLOWING REASONS:

4.FEES PAYABLE WITH REGARDS TO YOUR REQUEST:

Item	Cost per A4size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive <ul style="list-style-type: none"> • To be provided by requester (ii) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced.		
Copy of visual images	Will depend on the quotation of the service provider.		
Transcription of an audio record, per A4size	R24.00		
Copy of an audio record (i) Flash drive <ul style="list-style-type: none"> • To be provided by requester (ii) Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requester 	R40.00 R40.00 R60.00		
Postage, e mail or any other electronic transfer	Actual costs		
TOTAL:			

5.DEPOSIT PAYABLE - IF SEARCH EXCEEDS SIX HOURS

	YES		NO
--	-----	--	----

Hours of search		Amount of deposit (Calculated on one third of total amount per request)	
-----------------	--	--	--

The amount must be paid into the following Bank account:

Name of Bank	
Name of account holder	
Type of account	
Account number	
Branch code	
Reference number	
Submit proof of payment to	