

FORM A - Request for Access to a Record of a Public Body in terms of Section 14 of the Promotion of Access to Information Act 2 of 2000

MARCH 2018

Together, Moving Gauteng City Region Forward



GAUTENG PROVINCE
SPORT, ARTS, CULTURE AND RECREATION
REPUBLIC OF SOUTH AFRICA

Form A: Request for access to a record of a public body

A. Particulars of Public Body

The name and postal or physical address, fax number or email address of the Information

Officer/Deputy Information Officer must be stated below.

Attention: _____

Information Officer/Deputy Information Officer: Gauteng Department of Sport, Arts, Culture and Recreation

B. Particulars of person requesting access to the record (Officials that are employees of the Department of SACR are excluded and should use the Departmental internal processes to access information)

- (a) The particulars of the person requesting access to the record must be recorded below.
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, must be attached.

Full names : _____
Surname : _____
Identity number : _____
Postal address : _____
Phone number : _____
Fax number : _____
Cell number : _____
Email address : _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf the request is made
This section must be completed only if request for information is made on behalf of another person.

Full names : _____
Surname : _____
Identity/company number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record:

Reference number, if available: _____

Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than record containing personal information about yourself, will be possessed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption: _____

F. Form of access to record

Mark the appropriate box with an "X"

- (a) Your indication as the required form of access depends on the form in which the record is available.
- (b) 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.
- (c) The fee payable to the record, if any, will be determined partly by the form in which access is requested.

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:

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 photos, 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 record words or information which can be reproduced in sound:

Listen to the soundtrack (audio Cassette)

Transcription of the soundtrack*

4. If the record is held on a computer or in an electronic or machine-Readable form:

Printed copy of record*

Printed copy of information derived from the record*

Copy in a computer readable form* (DVD or compact disc)

*If you requested a copy or transcript of a record above, do you wish the copy or transcript to be posted to you? **A postal fee is payable.**

Yes No

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.

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing if your request has been approved/ denied. If you wish to be informed thereof 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 to the record?

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER/ PERSON ON W HOSE BEHALF REQUEST IS MADE

FOR DEPARTMENTAL USE

Reference number: _____

Request received by (state rank, name and surname of information officer/deputy information officer) on (Date) at (place)

Request fee (if any): R

Deposit (if any): R

Access: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
