

PAIA Email

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Deputy Information Officer

jswart@eris.co.za

Form 1 - PAIA

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No.2 of 2000))
(Regulation 10)

A. Particulars of Private Body

The Deputy Information Officer: **Jenny Swart**

B. Particulars of the person requesting access to the record

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| (a) The particulars of the person who requests access to the record must be given below. |
| (b) The address in the Republic to which the information is to be sent must be given. |
| (c) Proof of the capacity in which the request is made, if applicable, must be attached. |

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

_____ Postal Code: _____

Telephone Number: _____

Email 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 be completed ONLY if a request for information is made on behalf of another person
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Full Names and Surname: _____

Identity Number: _____

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**
NOTES:
a) Compliance with your request may depend 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 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 a written or printed form:

Copy of record* Inspection of record

2. If the record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images Copy the images* Transcription of the images*

3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette) Transcription of soundtrack* (written or document) Telkom link to 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 computer form* (compact disk)

*If you requested a copy or transcriptions of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable by you.	Yes	No
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G. Details of right(s) to be exercised or protected in terms of the South African Constitution

If the provided space is inadequate, please continue on a separate page and attach it to this form. **The requester must sign all the additional pages.**

Indicate which right(s) is to be exercised or protected in terms of the South African Constitution:

Explain why the record requested is required for the exercise or protection of the above-mentioned right(s):

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary details to enable compliance to comply 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 (or person on whose behalf the request is made).