

**REQUEST FOR ACCESS TO A RECORD OF
THE KWAZULU NATAL MASTER BUILDERS & ALLIED INDUSTRIES ASSOCIATION**

[SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000]

[REGULATION 10]

A. Particulars of THE KWAZULU NATAL MASTER BUILDERS & ALLIED INDUSTRIES ASSOCIATION

The Executive Director 40 Essex Terrace, Westville, KwaZulu Natal P O Box 582, Westville 3630 Tel No. : 031 2667070 Facsimile : 031 2666348 E.mail : mbadbn@mweb.co.za

B. Particulars of person requesting access to the record

- | |
|---|
| <ol style="list-style-type: none">1. <i>The particulars of the person who requests access to the record must be given below.</i>2. <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i>3. <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |
|---|

Full names and
surname: _____

Identity
number: _____

Postal
address: _____

Facsimile no. : _____

Contact telephone
number : _____

E.mail address : _____

Capacity in which request is made, when made on behalf of another person:
(attach proof of capacity, e.g. power of attorney, resolution)

C. Particulars of person on whose behalf request is made

This section must only be completed if a request is made on behalf of another person

Full names and surname: _____

Identity number: _____

Postal address: _____

Facsimile no. : _____

Contact telephone number : _____

E.mail address : _____

D. Particulars of Record

1. *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.*
2. *If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1 Description of record and all relevant parts of the record

2 Reference number, if available: _____

3 Any further particulars of record

E. FEES

1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for access to the record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.

Reason for exemption from payment of fees:

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 in which form the record is required.

Disability _____	Form in which record is required _____
_____	_____
_____	_____
_____	_____

Mark the appropriate box with an "X".

NOTES:

1. Your indication as to the required form of access depends on the form in which the record is available
2. 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.
3. The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.

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 photographs, slides, video recordings, computer generated images, sketches, etc)			
	view the images		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form -
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	printed copy of record*		printed copy of information derived from the record		copy in computer readable form* (stiffy or compact disc)
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Mark your choice. REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*If you requested a copy or transcript of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
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G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected.

2. Explain why the requested record is required for the exercising or protection of the aforementioned right.

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved. 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 for access to the record?

Signed at _____ on this ____ day of _____ 20____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

PROMOTION OF ACCESS TO INFORMATION ACT

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in Regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in Regulation 11(1) are as follows:

		R
2.1	For every photocopy of an A4-size page or part thereof	1.10
2.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine	0.75
2.3	For a copy in a computer-readable form on – [i] stiffy disc [ii] Compact disc	7.50 70.00
2.4	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
2.5	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50.00.
4. The access fees payable by a requester, referred to in Regulation 11(3) are as follows:

		R
4.6	For every photocopy of an A4-size page or part thereof	1.10
4.7	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine	0.75
4.8	For a copy in a computer-readable form on – [i] stiffy disc [ii] Compact disc	7.50 70.00
4.9	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
4.10	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

- 4.11 To search for an prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.
- 4.12 For the purposes of **Section 54(2)** of the Act, the following applies:
 - 4.12.1 six hours as the hours to be exceeded before a deposit is payable; and
 - 4.12.2 one third of the access fee is payable as a deposit by the requester.
- 4.13 The actual postage is payable when a copy of the record must be posted to a requester.