

Prescribed Fees

Where you seek access to a record containing personal information about yourself, you are not required to pay the request fee.

Where you not seeking access to personal information, you are required to pay the required request fee.

The Information Officer must, by notice, require you to pay the prescribed request fee, if any, before further processing the request. After the Information Officer has made a decision on the request, you must be notified in the required form.

If the request is granted then further access fees must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The prescribed fees are as follows:

Fees for the Manual of a private body (regulation 9(2)(c))

The fee for a copy of the Manual, per A4 page or part thereof R1.10

Fees for the records of a private body (regulation 11(1))

for every photocopy of an A4-size page or part thereof R1.10

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

for a copy in computer-readable form on -
stiffy disc R7.50

compact disc R70.00

for a transcription of visual images, for an A4-size page or part thereof R40.00

for a copy of visual images R60.00

for a transcription of an audio record, for an A4-size page or part thereof R20.00

for a copy of an audio record R30.00

The request fee payable by a Requester, other than a personal Requester (regulation 11 (2)) R50,00

The access fees payable by a Requester whose request for access to a record of a private body has been granted is required to pay a reasonable access fee for a copy of a record, or of a transcription of the content of a record, and if applicable the postal fee – (regulation 54(7))

for every photocopy of an A4-size page or part thereof R1.10

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

for a copy in computer-readable form on -
stiffy disc R7.50

compact disc R70.00

for a transcription of visual images, for an A4-size page or part thereof R40.00

for a copy of visual images R60.00

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| for a transcription of an audio record, for an A4-size page or part thereof | R20.00 |
| for a copy of an audio record | R30.00 |
| The time reasonably required to search for the record and prepare the record for disclosure to the Requester, per hour | R30.00 |