

ANNEXURE A TO INFORMATION MANUAL

REQUEST FOR ACCESS TO A RECORD OF GUARANTEE PLACINGS PTY LTD

REQUEST FOR ACCESS TO RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000)

(Regulation 4)

1. PARTICULARS OF PRIVATE BODY

Postal address	Physical address	Contact details	
The Information Officer	250 Tuohyvale Road	Tel no:	(011) 789 6870
PO Box 4913	Muldersdrift	Fax no:	086 504 4234
Randburg	Roodepoort	Email:	info@gteeplace.co.za
2125	1752	Website:	www.Guarantee Placings.co.za

2. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

<ul style="list-style-type: none"> The particulars of the person who requests access to the records must be recorded below. Furnish an address and/or fax number in the Republic of South Africa to which information must be sent. Proof of the capacity in which the request is made, if applicable, must be attached. 			
Full names and surname			
Identity number			
Postal address			
Telephone number		Fax number	
Email address			
Capacity in which request is made, when made on behalf of another person			

3. 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.	
Full names and surname	
Identity number	

4. PARTICULARS OF RECORD

<ul style="list-style-type: none"> ○ 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. ○ If the space provided 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

4.1 Fees

<ul style="list-style-type: none"> ○ A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. ○ You will be notified of the amount required to be paid as the request fee. ○ 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. ○ If you qualify for exemption of the payment of any fee, please state the reason therefore.
Reason for exemption from payment of fees

4.2 Form of access to record

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for hereunder, state your disability and indicate in which form the record is required.							
Disability				Form in which record is required			
<p>Mark the appropriate box with an X NOTES:</p> <ul style="list-style-type: none"> o Your indication as to the required form of access depends on the form in which the record is available. o Access in the form requested may be refused in certain circumstances. In such a case you will be informed whether access will be granted in another form. o The fee payable for access to the record, if any, will be determined partly by the form in which access is requested. 							
If the record is in written or printed form:							
		Copy of record*				Inspection of record	
If record consists of visual images: (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)							
		View the images				Copy of the images*	
						Transcription of the images*	
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)	
If record is held on computer or in an electronic or machine-readable form:							
		Printed copy of record				Printed copy of information derived from the record*	
						Copy in computer-readable format (flash or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.						YES	
						NO	

5. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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.
Indicate which right is to be exercised or protected
Explain why the requested record is required for the exercising or protection of the aforementioned right

6. 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 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 _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF
REQUEST IS MADE