
FORM 2**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]**Particulars of private body**

The Head / Designated Person:

Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number 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.*

Name and Surname: _____

Identity Number: _____

Fax number: _____

E-mail address: _____

Residential , postal or business address

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

Particulars of person on whose behalf the request is made

*** This section must be completed ONLY if a request for information is made on behalf of another person.**

Name and Surname: _____

Identity number: _____

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***

Description of record or relevant part of the record: _____

Reference number , if available : _____

Any further particulars of record: _____

Fees

*(a) 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.*

(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 for exemption.

Reason for exemption from payment of fees:

Forms of access to record(s)

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:

Notes: Mark the appropriate box with an **X**.

(a) Compliance with your request in the specified form 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.

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 images		Copy of the images		Transcription of images	
If record consists of recorded words or information which can be reproduced in sound:					
Listen to soundtrack		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 form* (stiffy 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?

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 record requested is required for the exercise or protection of the aforementioned right:

Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ on this day _____ of this month _____ of 20_____

Signature of requester / person on whose behalf request is made