

Request for Access to Records of M&T

Section 18(1) of the Promotion of Access to Information Act, 2000
Act No.2 of 2000
Regulation 6

Kindly ensure that you complete all sections (B, C, D, E, F, G) as an incomplete form may lead to a delay in your request. The prescribed time periods will not commence until all pertinent information has been furnished on the private body by the requestor. The requesting records may be withheld from you until the requesting fee and the deposit (if applicable) have been paid.

Section A - Particulars of the request liaison officer

Chief Information Officer

Name: Mr Rupert Fourie
Telephone: 012 676 8526
Email: popi@m-t.co.za
Address: 2nd Floor, Block C, Building 14, 11 Byls Bridge Boulevard, Centurion, 0157, Gauteng, South Africa

Section B - Particulars of the requester (Person requesting access to information)

Where applicable proof of identity should be attached to access personal information.

Full Name	Surname
Citizenship	Identity Number
Email	Phone
Postal Address	
Capacity	

Capacity in which the request is made, when made on behalf of another person (Provide copy of id and letter stating that you may act on behalf of the person)

Section C - Particulars of the person on whose behalf the request is made

Full Name	Surname
Citizenship	Identity Number
Email	Phone
Company	

Section D - Particulars of record

Full description of the record or relevant part of the record

Reference Number(s), if available

Any further particulars of the record

Which right are you seeking to exercise or protect by your request?

Please provide an explanation as to why the requested record(s) is required to exercise or protect the right above.

Section E - Fees

- I. 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.
- II. You will be notified of the amount required to be paid as the request fee.
- III. 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.
- IV. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from fee payment

Section F - Format of access to the 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 below, state your disability and indicate in which form the record is required.

- I. Compliance with your request for access in the specified form may depend on the form in which the record is available..
- II. 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.

III. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Disability
Required format

If the record is in written or printed form:

Copy of Record Inspection of Record
(preferred method)

If the record consists of visual images:

View the images Copy of the images Transcription of the images
(preferred method)

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

Listen to the soundtrack (audio cassette) Transcription of the soundtrack (Written or printed document)
(preferred method)

If the record is held in a digital format:

Printed copy of record Printed copy of information derived from the record
(preferred method)

Printed copy of information derived from the record

**If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
Postage is payable.**

Yes No

In which language would you prefer the record?

Section G - Notice of decision

You will be notified whether your request has been approved or denied.

Please specify how you prefer to be informed of the decision regarding your request for access to the record?

Postal Email *(preferred method)* SMS

Signed at _____ this _____ day of _____ 20 ____

Signature of Requester

Office use only

Request Liaison Officer

Request Fee

Date & Time Received

Access Fee

Reference

Deposit

Signature of Request Liaison Officer

Access Fees

Fees in respect of public bodies in terms of government notice 8 July 2021. As per Regulation 8 Value Added Tax (VAT) will be added to all fees prescribed in terms of the Regulations.

- 1) The fee for a copy of the manual as contemplated in regulation 5(c) is R1,10 for every photocopy of an A4 size page or part thereof.
- 2) The fees for **reproduction** referred to in regulation 7(1) are as follows:

Description	Fee
For every photocopy of an A4 size paper or part thereof	R 1.10
For every printed copy of an A4 size page or part thereof held on a digital format	R 0.75
For a digital copy (computer-readable) on a compact disc	R 70.00
For a transcription of visual images, for an A4 size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4 size page or part thereof	R 20.00
For a copy of audio records	R 30.00

- 3) The request fee is payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R50.00
- 4) The **access fees** payable by a requester referred to in Regulation 7(3) are as follows:

Description	Fee
For every photocopy of an A4 size paper or part thereof	R 1.10
For every printed copy of an A4 size page or part thereof held on a digital or machine-readable form	R 0.75
For a transcription of visual images, for an A4 size paper or part thereof	R 40.00
For a digital copy (computer-readable) on a compact disc	R 70.00
For a copy of visual images	R 60.00
For a transcription of audio records, for an A4 size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
To search for and prepare the record for disclosure, the fee is chargeable per hour reasonably required for such search and preparation, excluding the first hour.	R 30.00 per hour or part of an hour
For purposes of section 22(2) of the Act, the following applies: I. Six hours as the hours to be exceeded before a deposit is payable; and II. One third of the access fee is payable as a deposit by the requester	
The actual postage is payable when a copy of a record must be posted to a requester.	

- 5) Copies shall be printed in black and white.