

PREScribed FEES IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT (“the Act”)

1 Fees provided by the Act

1.1 The Act provides for two types of fees, namely:

1.1.1 A request fee, which is a form of administration fee to be paid by all requesters, before the request is considered. The request fee is not refundable; and

1.1.2 An access fee, which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the Private Body in searching for, obtaining, preparing and reproducing a record for delivery to the requester.

1.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request (**section 54(1)**). It is important to note that people who are requesting access to their personal information are exempt from paying a fee.

1.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose (**six hours**), the Information Officer shall notify the requester to pay, as a deposit, the prescribed portion of the access fee which would be payable if the request is granted. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

1.4 The Information Officer shall withhold a record until the requester has paid the fees as indicated below. Please note that all fees indicated are subject to change as allowed for in the Act and as a consequence, such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

1.5 A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

1.6 If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer will repay the deposit to the requester.

2 Schedule of fees

2.1 Request fee

Request of Information Fee	Fees to be charged
Request for information held by an institution on a person other than the requester himself/herself.	R50

2.2 Access fee

Access of Information Fees	Fees to be charged
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 a computer-readable form on:	
(i) memory stick (stiffy disk)	R70.00 (R7.50)
(ii) 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
A search for a record that must be disclosed. *Per hour or part of an hour reasonably required for such search.	R30.00*
Where a copy of a record needs to be posted.	Actual postal fee

Note that Value-Added Tax (VAT) is only payable by institutions who are registered VAT vendors.