



**FOR OFFICE USE ONLY**

Reference Number: \_\_\_\_\_

2004/S/SDZ1/001 (or 2004/S/001)

English is the language of business communication in Transnet.

**REQUEST FOR ACCESS TO RECORD(S) OF THE TRANSNET GROUP**

*In terms of section 18(1) of the Promotion of Access to Information Act, No 2 of 2000*

**A. Particulars of Public Body**

*(The requester will complete this prescribed form in black ink and in print. On completion, please send or deliver this form to only one of the addresses listed below):*

**1. Postal Address:**

Deputy Information Officer (PAIA)  
Spoornet Knowledge Centre  
P.O. Box 31161  
Braamfontein  
2017

**2. Street Address:**

Deputy Information Officer (PAIA)  
Spoornet Knowledge Centre  
Umjantshi House  
30 Wolmarans Street  
Johannesburg  
2001

**3. E-mail Address:** [paia@spoornet.co.za](mailto:paia@spoornet.co.za)

**Enquiries:** (011) 773-4999/ 773-2580

**4. Spoornet Fax Number:** (011) 773-9106

**B. Particulars of Person requesting access to Record(s) (Details of Requester)**

- (a) *The particulars of the person who requests access to the records **must be recorded** below.*
- (b) *Provide a postal address and/or fax number in the Republic of South Africa or an e-mail address.*
- (c) *Attach proof of the capacity in which request is made. A copy of your ID document as proof of your identity is required. Should you request access to a record on behalf of a third party, you need to attach proof of this capacity (e.g. affidavit or Powers of Attorney) in addition to the copy of your ID document.*
- (d) *A standard request fee of R35-00 is applicable (except personal requesters requesting access to their personal information) in addition to an access fee<sup>1</sup> if access is granted to a requester.*
- (e) *A requester must pay a request fee of R35-00 before further processing of this request will proceed. Please see E.2 for details of all forms of payment.*
- (f) *Complete the form in as detailed a manner as possible, **in print and in black ink**, please:*

<b>Name, Surname and Title:</b>	
<b>Identity Number</b> (attach certified copy of your ID document):	
<b>Postal Address:</b>	
<b>Cell Number:</b>	
<b>Telephone Number (Work):</b>	Area code: ( ): _____
<b>Telephone Number (Home):</b>	Area code: ( ): _____
<b>Fax Number:</b>	Area code: ( ): _____
<b>E-mail Address:</b>	

**1. Capacity in which this request is made** *(Please tick the appropriate Box):*

<sup>1</sup> A requester whose request for access to a record (s) has been granted, 'must pay an access fee for reproduction and for search and preparation' contemplated in 22(6)(7)(a) and (b) and 29, also taking note of 22(8) and 75(3)(a).



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**Access to Records/Information**

(a) Only personal requesters seeking access to a record(s) containing personal information about them do **not** pay the request fee of R35, only the access fee, if applicable.

1.1 Personal requester (When a requester seeks access to their own personal information)

1.2. Requester (When a requester seeks access to a record(s) held by this public body)

1.3 Requester requesting a record(s) on behalf of another person (complete 2. below)  
 (Submit proof of the capacity in which requester is making this request for a record (s))

**C. Particulars of the third Party on whose behalf this Request is made:**

(a) Submit proof of the capacity in which the requester is making the request. You may attach a **certified copy** of the written consent you obtained from the third party to request information on their behalf (if applicable) or attach an affidavit or Powers of Attorney, e.g. to ensure the 'reasonable satisfaction' of the information officer 18(2)(f) as proof of capacity.

(b) This section has to be completed only if a request for information is made on behalf of another person (the third party).

<b>Name, Surname and Title</b> (person – third party) on whose behalf request is made):	
<b>Identity Number:</b>	
<b>Postal Address</b> (of third party):	

**1. Capacity in which Request is made (on behalf of third Party)**

(a) Insert the capacity in which this request is made on behalf of the third party e.g. parent, lawyer, guardian e.g.)

Requester requests a record(s) on behalf of third party in the capacity of (please insert capacity):

**D. Particulars of Record(s) / Information requested**

(a) Provide detailed information of the record to which access is requested including the reference number if available, that will facilitate the speedy location of the record.

(b) If the space provided below is insufficient, please continue on a separate folio, but attach it to this form on completion.

(c) If the requester makes use of additional folios, ensure that each folio is signed by the requester.

**1. Please provide a detailed description of the record(s) or a relevant part you request access to:**

<b>Title</b> (if known):	
<b>Reference Number</b> (if known):	
<b>Type</b> (e.g. minutes, tender, report)	



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<b>Format</b> (if known e.g. spreadsheet, CD-ROM, tape, stiffy):	
<b>Date</b> (if known, date of record):	
<b>Location where record was created</b> (if known e.g. business unit, department, town. Please be as detailed as possible):	
<b>Any other relevant detail to ensure the speedy location of record(s):</b>	

## 2. Form of Access to the Record

- (a) Your preference for a required form of access depends on the format in which the record is available (29, 31).
- (b) Access in the format requested may be refused in certain circumstances, in which 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.
- (d) A search and preparation fee of the record(s) requested is **R15-00 an hour or part thereof** excluding the first hour.

### 2.1 Disability

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 format the record is required by you or the third party.

2.1.1 Your Disability or the Disability of the third Party is (please describe)? \_\_\_\_\_

\_\_\_\_\_

2.1.2 Alternative form in which record is required (other than in written form)?

\_\_\_\_\_

### 2.2 Preferences related to Access to a Record(s) (Please indicate your preference with an X):

- (a) Prescribed request fees are payable\* See **K. Detail of Access Fees**
- (b) If the record is not available in the language of preference, access may be granted in the language in which the record is available.

2.2.1 If the requester requests a copy or transcription of a record as indicted below, would you, as the requester, wish the copy or transcription to be posted to you? If 'Yes', a postal fee will be levied.

(Please indicate with an X): Yes \_\_\_\_\_ No \_\_\_\_\_

2.2.2: Will you, as the requester, collect the copy personally? Yes \_\_\_\_\_ No \_\_\_\_\_

2.2.3 Please complete the table below to indicate your preferences (Tick the appropriate shaded box):

<b>1. If the record is in written or in printed Format: (* fees payable)</b>
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Copy of record*		Inspection of record ( <b>No charge</b> )	
<b>2. If the record consists of visual images</b> (including photographs, slides, video recordings, computer-generated images, sketches etc.)			
View the images ( <b>No charge</b> )		Copy of the images*	
Transcription of the images*			
<b>3. If the record consists of recorded words or information which can be reproduced in sound:</b>			
Listen to the soundtrack ( <b>No charge</b> )		Transcription of the soundtrack*	
Audio cassette *		Written or printed document *	
<b>4. If the record is held on computer or in an electronic or machine-readable format</b>			
Printed copy of record *		Printed copy of information derived from the record*	
Copy in computer readable form (stiffy/CD)*			

**E. Fees payable**

- (a) A request for access to a record, other than a record containing personal information about the requester, will be processed only after the **request fee of R35, 00** is paid.
- (b) A requester requesting copies of all records that are publicly available does not pay this request fee of R35-00, but will pay an access fee for reproduction, if applicable 15(3).
- (c) Once access is granted, an access fee is payable to access a record. The access fee is determined by the format in which access is required, the reasonable time allowed to search for and prepare a record, for reproduction and for search and preparation contemplated in 22.(7)(a) and (b).
- (d) The fee payable for access to the record, if any, will be determined **partly** by the form in which access is requested.
- (e) A search and preparation fee of the record(s) requested is **R15-00 an hour** or part thereof excluding the first hour.
- (f) If you qualify for exemption of payment of any fee in terms of, 'The Minister may, by notice in the Gazette:' and explained in 22(8)(a)(b)(c)(d)(e)(f)). Please state the reason clearly for the exemption.

**1. Exemption from Payment**

1.1 Your reason for exemption of payment of the requester fee is (refer (c)) above:

1.2 State date and section of relevant notice in the Gazette 22(8)(a) that applies to your exemption:

**2. Method of Payment** (Please indicate your preference with an X):

(a) Please write '**SPOORNET**' (please use only this **one** word) on a cheque or postal order. Should you prefer bank payments, please use the following details to make a bank deposit:

**Spoornet's Standard Bank account number (Braamfontein):** 203158598

**Bank code:** 004805 (Branch Code).

**In the reference field of the bank deposit slip, please insert the following:** '12033/ 82099 payment PAIA'

(b) Where Transnet voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be

levied for obtaining such records, will be a fee for reproduction of the record in question charge (as part of the access fee). The request fee is still applicable if the requester submits this form to access such records.

2.1. Cash \_\_\_\_\_ 2.2 Cheque \_\_\_\_\_ 2.3. Postal Order \_\_\_\_\_

**F. Particulars of Rights to be exercised or protected**

(a) If the space provided below is insufficient, please continue on a separate folio, but sign each one and then attach to this request form. **The requester must sign all the additional folios.**

1. Indicate which right is to be exercised or protected:

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1.1 Explain why the requested record is required to exercise or protect the right mentioned above.

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**K. Detail of Request Fees**

Where a requester, other than a personal requester, requests information held by an institution they will be required to pay the prescribed request fee of **R35,00** (payable to SPOORNET before the institution will process the request received). The Information Officer: Transnet must withhold a record until the requester concerned has paid the applicable fees (if any).

**1. Access Fees**

An access fee is payable in all instances where a request for access to information is granted for reproduction search and preparation, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 22(8). ). A requester requesting copies of all records that are publicly available, does not pay this request fee of R35-00, but will pay the access fee for reproduction, if applicable 15(3).

**2. Deposits**

Where the institution receives a request from a requester, other than a personal requester, for access to information which, in the opinion of the Information Officer: Transnet will require more than the hours prescribed for this purpose for requesters (if the preparation of the required record of disclosure will take **more than six hours**), the Information Officer: Transnet will by notice require the requester, other than the personal requester, to pay as a deposit the prescribed portion (being not more than a third) of the access fee which would be payable if the access if granted. If a deposit has been paid in respect of a request for access which was refused, the Information Officer: Transnet will repay the deposit to the requester.

**3. Applicable Access Fees for Reproduction, Search and Preparation as referred to above, are:**

For every photocopy of an A4-size page or part thereof	R0, 60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0, 60
For a copy in a computer-readable form on stiffy disc	R7, 50
Compact disc (CD-ROM)	R70, 00



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A transcription of visual images, for an A4-size page or part thereof	R40, 00
For a copy of visual images	R60, 00
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
Postal fee	Actual fee
Search and preparation fee of the record(s) requested per hour or part thereof, excluding the first hour	R15, 00

**J. Notice of Decision regarding Request for Access:**

You will be notified in writing (postal mail) whether your request has been approved/ denied (within 30 days after Transnet received your request). If you wish to be informed in any other way, please specify the manner in which you wish to be notified **and** provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the outcome of the decision by Transnet regarding your request for access to a record(s) other than by postal mail? Please tick the appropriate box below:

Telephone (H)  (W)  Cell  Fax  E-mail

(a) Please **sign** below ('wet signature' is required)

\_\_\_\_\_  
**Signature**  
**(Signature of Requester or signature of third Party (Person on whose behalf Request is made))**

Signed at \_\_\_\_\_ (place) this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_.

(a) Please take note that the period of 30 days to deal with your request may be extended for a further period of not more than 30 days. By signing here, you consent that your request may be extended from 30 to 60 days. If an extension is applicable, you will be duly notified to grant such permission.

End of document (form).