

PAIA MANUAL**THE FOLLOWING FEES ARE (OR MAY BE) PAYABLE FOR REQUESTS FOR A RECORD AS INDICATED BELOW:****REPRODUCTION FEES:**

A reproduction fee will be applicable in respect of documents/records which have been voluntarily disclosed and automatically made available by the company in terms of paragraph 3.1 in the above company manual. For example where the institution has 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 in reproducing, copying and transcribing the relevant documents/records and will be calculated based on the applicable fees for reproduction of the record in question.

The Applicable Fees for Reproduction as Referred to Above are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc, flash drive or similar data storage device	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

REQUEST FEES:

Where a requester submits a request for access to information held by an institution on a person other than a personal requester seeking access to a record containing personal information about the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the institution will further process the request received.

ACCESS FEES:

An access fee is payable in all instances where a request for access to information is granted, 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 54 (8). This fee is for the search, reproduction and/or preparation time and cost as well as postal costs of the record(s) and will be calculated based on the applicable fees for access.

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
• For a copy in a computer-readable form on	
• - Stiffy disc	7,50
• - Compact disc, flash drive or similar data storage device	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for and prepare the record to be disclosed or part of an hour reasonably required for such search and preparation.	30,00 per Hour
• Where a copy of a record needs to be posted the actual postal fee is payable.	

DEPOSITS:

Where the institution receives a request for access to information held on a person other than a personal requester seeking access to a record containing personal information about the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations. The fees reflected above are VAT exclusive.
