

## FEES IN RESPECT OF PRIVATE BODIES

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 22(6)]

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) 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
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part	

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|     | thereof held on a computer or in electronic or machine-readable form                                                                              | 0,75  |
| (c) | For a copy in a computer-readable form on -                                                                                                       |       |
|     | (i) stiffy disc                                                                                                                                   | 7,50  |
|     | (ii) compact disc                                                                                                                                 | 70,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof                                                                     | 40,00 |
|     | (ii) For a copy of visual images                                                                                                                  | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                   | 20,00 |
|     | (ii) For a copy of an audio record                                                                                                                | 30,00 |
| (f) | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation. |       |
| (2) | For purposes of section 54(2) of the Act, the following applies:                                                                                  |       |
| (a) | Six hours as the hours to be exceeded before a deposit is payable; and                                                                            |       |
| (b) | one third of the access fee is payable as a deposit by the requester.                                                                             |       |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.                                                              |       |