

INVOICE SHEET FOR REQUEST AND ACCESS FEES
(Tariffs in accordance with the Regulations)

Requester : Mr/Ms. Request no.:

		Per unit	X units	Total
1.	Request fee : Single amount (section 22(1) and Reg 3(2).	35.00		
2.	ACCESS FEE : (SECTION 15(3), 22(2) AND REGULATION 3			
2(a)	For every photocopy of an A4-size page or part thereof.	0.60		
2(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40		
2(c)	For a copy in a computer – readable form on stiffy disc.	5.00		
2(d)	For a copy in a computer – readable form on compact disc.	40.00		
2(e)	For a transcription of visual images , for an A4-size page or part thereof.	22.00		
2(f)	For a copy of visual images .	60.00		
2(g)	For a transcription of an audio record , for an A4-size page or part thereof.	12.00		
2(h)	For a copy of an audio record.	17.00		
2(i)	Fees payable to search, listen to tapes, preparation of information, etc. @ R15,00 per hour or part of an hour (excluding the first hour). Section 22(7) and Reg. 3(3)(f).	15.00		
3.	DEPOSIT			
3(a)	1/3 deposit payable (section 22(2) and regulation 3(5)) for search, information preparation, etc. which would exceed the exempted first hour by 6 hours – calculated @ R15 per hour or part thereof.			
	Plus			
3(b)	1/3 of the expected access fees as deposit in such a case.			
3(c)	Actual postal fee in cases where information must be posted.			
3(d)	Internal appeal fees payable by requester who does not want to accept refusal of request (section 75(3)(a)).	50.00		
TOTAL PAYABLE				

Certified correct.

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SENIOR REQUEST OFFICER

DATE: