

## Prescribed fees

These fees are stipulated in Part II of Annexure A of the Regulations Regarding the Promotion of Access to Information (published under GN R187 in GG 23119 of 15 February 2002).

1. The **fee for a copy of the manual** as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. Section 15(3) of the Act states: "The only fee payable (if any) for access to a record ... is a prescribed fee for reproduction." These **fees for reproduction** are as follows:
 

(a) For every photocopy of an A4-size page or part thereof:	<u>R0,60</u>
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	<u>R0,40</u>
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	<u>R5,00</u>
(ii) compact disc	<u>R40,00</u>
(d)(i) For a transcription of visual images, for an A4-size page or part thereof	<u>R22,00</u>
(ii) For a copy of visual images	<u>R60,00</u>
(e)(i) For a transcription of an audio record, for an A4-size page or part thereof	<u>R12,00</u>
(ii) For a copy of an audio record	<u>R17,00</u>
3. The **request fee** payable by every requester, other than a Personal Requester, referred to in regulation (7)(2) is R35,00.
4. The **access fees** payable by a requester referred to in regulation (7)(3) are as follows:
 

(1)(a) For every photocopy of an A4-size page or part thereof	<u>R0,60</u>
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	<u>R0,40</u>
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	<u>R5,00</u>
(ii) compact disc	<u>R40,00</u>
(d)(i) For a transcription of visual images, for an A4-size page or part thereof	<u>R22,00</u>
(ii) For a copy of visual images	<u>R60,00</u>
(e)(i) For a transcription of an audio record, for an A4-size page or part thereof	<u>R12,00</u>
(ii) For a copy of an audio record	<u>R17,00</u>
(f) To search for and prepare the record for disclosure, <u>R15,00</u> for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22(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.	