
MANUAL OF THE RECORDING INDUSTRY OF SOUTH AFRICA NPC (AS REQUIRED BY SECTION 51 OF ACT NO.2 OF 2000, PROMOTION OF ACCESS TO INFORMATION ACT)

1. INTERPRETATION AND PRELIMINARY

- 1.1. The headings of the clauses in this Manual are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this agreement nor any clause hereof.
- 1.2. An expression which denotes –
- 1.2.1. any gender includes the other gender;
- 1.2.2. a natural person includes an artificial person and vice versa;
- 1.2.3. the singular includes the plural and vice versa;
- 1.3. Unless a contrary intention clearly appears, the following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely –
- 1.3.1. “**Act**” means the Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of the Act;
- 1.3.2. “**Business Day**” means any day of the week other than a Saturday, Sunday or a day proclaimed as a public holiday in South Africa;
- 1.3.3. “**Company**” means the **RISA Audio Visual Licensing NPC (registration number 200/021434/08)**, a non-profit company duly incorporated in accordance with the laws of the Republic of South Africa, having its place of business at 152 Bram Fischer Drive Unit 1, Randburg, Johannesburg, Gauteng, South Africa;
- 1.3.4. “**Head of Administration**” means the Chief Executive of Office of the Company from time to time;
- 1.3.5. “**Intellectual Property Rights / IPR**” means all industrial and intellectual property rights, whether registered or unregistered, including, but not limited to, inventions, discoveries, innovations, technical information, technical data, prototypes, manufacturing processes, improvements, patent rights, circuitry, drawings, plans, specifications, trademarks, trade names, designs, copyright, domain names, samples, know-how and show-how;
- 1.3.6. “**Manual**” means this Manual together with all its annexures, as amended from time to time;
- 1.3.7. “**Request Liaison Officer**” means the person duly authorized by the CEO of the company and appointed by the company to facilitate or assist the CEO of the company with any requests in terms of the Act;
- 1.4. In this Manual, unless otherwise specified -

- 1.4.1. a reference to any statute or statutory provision shall be construed as a reference to the same as it may have been, or may from time to time be amended, modified or re-enacted;
- 1.4.2. a reference to any other Manual referred to in this Manual is a reference to that other Manual as amended, varied, novated or supplemented at any time;
- 1.4.3. headings and titles are for convenience only and do not affect the interpretation of this Manual;
- 1.4.4. a reference to any legal term for any action, remedy, method of judicial proceeding, legal Manual, legal status, court, official or any legal concept or thing shall in respect of any jurisdiction other than South Africa be treated as a reference to any analogous term in that jurisdiction;
- 1.4.5. where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail;
- 1.4.6. the schedules and annexes form part of this Manual and shall have the same force and effect as if expressly set out in the body of this Manual;
- 1.4.7. expressions defined in this Manual shall bear the same meanings in schedules and annexes to this Manual which do not themselves contain their own definitions;
- 1.4.8. if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this Manual;
- 1.4.9. where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next day succeeding day which is a business day;
- 1.4.10. where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this Manual;
- 1.4.11. any reference to days (other than a reference to business days), months or years shall be reference to calendar days, months or years, as the case may be,
- 1.4.12. the use of the word "including" followed by a specific example shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example;
- 1.4.13. where there is a conflict in the interpretation of or application of this Manual and the Act, the Act shall prevail; and
- 1.4.14. this Manual does not purport to be exhaustive of or comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarize him/her/ or itself with the provisions of the Act before lodging any request with the Company.

2. AIM AND OBJECTIVES

The aim of this Manual is to facilitate the requests for access to records of the company as provided for in the Act.

3. COMPANY DETAILS

Full Name : **RISA Audio Visual Licensing NPC**
Registration number : 2000/021434/08
Postal Address : P O Box 367, Randburg, 2125
Physical Address : 152 Bram Fischer Drive Unit 1, Randburg
Johannesburg, Gauteng, South Africa
Telephone : 011 886 1342
Telefax : 011 886 1342
Website : www.risa.org.za
e-mail : reception@risa.org.za

4. CONTACT DETAILS OF THE HEAD OF ADMINISTRATION OF THE COMPANY AND REQUEST LIAISON OFFICER

4.1. The Head of Administration of the Company is Adv Nhlanhla Paul Sibisi. Adv Sibisi's contact details are as follows:

Telephone : 011 886 1342
Telefax : 011 886 1342
e-mail : nhlanhla@risa.org.za

4.2. The Request Liaison Officer is Nishal Lalla

Telephone : 011 886 1342
Telefax : 011 886 1342
e-mail : nishal@risa.org.za

5. HUMAN RIGHTS COMMISSION ("HRC") GUIDE

5.1. The HRC has compiled a guide, as contemplated in section 10 of the Act, containing information to assist any person who wishes to exercise any right as contemplated in the Act.

5.2. The contact details of the HRC are:

Postal Address : Private Bag 2700
Houghton
2041
Telephone : 011 484 8300

Telefax : 011 484 0582
Website : www.sahrc.org.za

6. RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EITHER EMPLOYEES ONLY OR THE GENERAL PUBLIC AND EMPLOYEES

6.1. The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph 9 –

6.1.1. personnel records are available to the employees whose file it is; records of disciplinary hearings and related matters are available to the employee/s; the company's Manual;

6.1.2. records of disciplinary hearing and related matters are available to the employee concerned;

6.1.3. the company's policies and procedures manual; and

6.1.4. the company's document format manual.

6.2. The following records are automatically available to the general public and all employees of the Company and need not be requested in accordance with the procedure outlined in paragraph 9 –

6.2.1. the company's employment equity plan; and

6.2.2. the company's skills development.

7. RECORDS HELD BY THE COMPANY IN TERMS OF OTHER LEGISLATION AS CONTEMPLATED IN SECTION 51(1)(D) OF THE ACT

The following records are not automatically available without a request in terms of the Act –

7.1. all statutory returns –

7.1.1. Value Added Tax;

7.1.2. Workmen's Compensation;

7.1.3. Unemployment Insurance Fund;

7.1.4. Regional Services Levies; and

7.1.5. Skills Development Levies.

7.2. documents concerning compliance by the company, insofar as it may be necessary, with legal obligations in terms of the Companies Act, the Occupational Health and Safety Act No.85 of 1993 and any other applicable legislation.

8. OTHER TYPES OF RECORDS HELD BY THE COMPANY AS CONTEMPLATED IN SECTION 51(1)(C)

The records which are listed below are not automatically available without a request in terms of the Act. A request in terms of this section is subject to section 63(1) of the Act, which provides that the Head of Administration of the company must refuse a request for access to a record of the company if the disclosure of the record would involve the unreasonable disclosure of personal information about a third party including a deceased individual. The list is as follows:

8.1. **Human Resources Department**

- 8.1.1. Personnel information including personal information, employment history and Health records that the company may hold from time to time.
- 8.1.2. Training and development information.
- 8.1.3. General files containing information on employee benefits and employee recruitment and selection information.
- 8.2. **Project Management**
 - 8.2.1. Building Plans.
 - 8.2.2. Information generally related to projects conducted by the company from time to time including the company's Intellectual Property Rights.
- 8.3. **Information Technology**
 - 8.3.1. Usage Statistics.
 - 8.3.2. Equipment Details.
 - 8.3.3. Costings of Hardware and Software.
- 8.4. **Catering**
 - 8.4.1. Function Records and Related Costings.
 - 8.4.2. Stock Sheets.
 - 8.4.3. List of Suppliers.
- 8.5. **Companies Department**

Company Secretarial Records.
- 8.6. **Finance / Accounts Department**

Financial Records:

 - 8.6.1. A List of the company's creditors and debtors.
 - 8.6.2. Salary Information.
 - 8.6.3. Bank Account Information.
 - 8.6.4. Fixed Asset Register.
- 8.7. **Marketing Department**
 - 8.7.1. Company Brochures and Publications.
 - 8.7.2. Documents relating Public Relations Events.
 - 8.7.3. Company Media Releases.
- 8.8. **Support Services**
 - 8.8.1. Delivery and Collection Sheets.
 - 8.8.2. List of Suppliers.
- 8.9. **Broadcast Records**
 - 8.9.1. playlists of audio-video recordings from broadcasters; and

9. **PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE**

- 9.1. A request shall be made on the prescribed form. A copy of the form is attached Marked Annexure "A" ("**the prescribed form**"). The form is also available from the website of the HRC or the website of the Department of Justice and Constitutional Development at www.doj.gov.za.
- 9.2. The prescribed form shall be submitted to the request liaison officer at his / her address, telefax number or e-mail address, who shall hand it to the Head of Administration of the company.
- 9.3. The same procedure as set out in 9.1 and 9.2 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.
- 9.4. The Head of Administration of the company, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 9.5. The requester will be notified of the decision of the Head of Administration of the company or the Request Liaison Officer in the manner indicated by the requester.
- 9.6. If the request is granted, the requester shall be informed by the Head of Administration of the Company or the Request Liaison Officer in the manner indicated by the requester in the prescribed form.
- 9.7. Notwithstanding the foregoing, the company will advise the requester in the manner stipulated by the requester in the prescribed form of –
 - 9.7.1. the access fee to be paid for the information (in accordance with paragraph 10);
 - 9.7.2. the format in which access will be given; and
 - 9.7.3. the fact that the requester may lodge an appeal with a court of competent jurisdiction against the access fee charged or the format in which access is to be granted.
- 9.8. After access is granted, actual access to the record requested will be govern as soon as reasonably possible.
- 9.9. If the request for access is refused, the Head of Administration of the company or the Request Liaison Officer shall advise the requester in writing of the refusal. The notice of refusal shall state:
 - 9.9.1. adequate reasons for the refusal; and that the requester may lodge an appeal with a court of competent jurisdiction against the refusal of the request (including the period) for lodging such an appeal.
- 9.10. Upon the refusal by the Head of Administration of the company or the Request Liaison Officer, the deposit paid by the requester will be refunded.
- 9.11. If the Head of Administration of the company or the Request Liaison Officer fails to respond within thirty days after a request has been received, it is deemed, in terms of section 58 red together with section 56(1) of the Act, that the Head of Administration of the company or the Request Liaison Officer has refused the request.
- 9.12. The Head of Administration of the company may decide to extend the period of thirty days ("**original period**") for another period of not more than thirty days if –
 - 9.12.1. the request is for a large number of records;

- 9.12.2. the search for the records is to be conducted at premises not situated in the same to town or city as the head office of the company;
- 9.12.3. consultation among divisions or departments, as the case may be, of the company is required; the requester consents to such an extension in writing; and
- 9.12.4. the parties agree in any other manner to such an extension.
- 9.13. Should the company require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the request for an extension.
- 9.14. The requester may lodge an appeal with a court of competent jurisdiction against any extension or against any procedure set out in this section.

10. APPLICABLE FEES PAYABLE BY REQUESTERS OF INFORMATION

- 10.1. The fees for the reproduction of a record as referred to in section 52(3) are as follows –
 - 10.1.1. for every photocopy of an A4 size page or part thereof R1.10
 - 10.1.2. for every printed copy of an A4 size or part thereof R0,75
 - 10.1.3. for a copy of a compact disc R70.00
 - 10.1.4. for a transcript of visual images for an A4 size page or
 - 10.1.5. part thereof R40.00
 - 10.1.6. for a copy of visual images R60.00
 - 10.1.7. for a transcript of an audio record, for an A4 size page
or part thereof R20.00
 - 10.1.8. for a copy of an audio record R30.00
- 10.2. The request fee payable by a requester, other than a personal requester is R50.00.
- 10.3. If the Head of Administration of the company or if the Request Liaison Officer is of the opinion that six hours will be exceeded to search, reproduce and or prepare the information requested, a deposit is payable equal to one-third of an amount of R30.00 for each hour or part thereof, exceeding the six hours.

11. INFORMATION OR RECORDS NOT FOUND

- 11.1. If all reasonable steps have been taken to find a record, and such a record cannot be Found or if the records do not exist, then the Head of Administration of the company or the Request Liaison Officer shall notify the requester by way of an affidavit or affirmation that it is not possible to give access to the requested record.
- 11.2. The affidavit or affirmation shall provide a full account of all steps taken to find the record or to determine the existence thereof including details of all communications by the Head of Administration of the company or the Request Liaison Officer with every person who conducted the search.
- 11.3. The notice as set out in 11.1 above shall be regarded as a decision to refuse a request of access to the record concerned for the purposes of the Act.

- 11.4. If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form unless access is refused by the Head of Administration of the company or the Request Liaison Officer.
- 11.5. The attention of the requester is drawn to the provisions of Chapter 4 of Part 3 of the Act in terms of which the company may refuse, on certain specified ground to provide information to a requester.

12. INFORMATION REQUESTED ABOUT A THIRD PARTY

- 12.1. Section 71 of the Act makes provision for a request for information or records about a third party.
- 12.2. In considering such a request, the company will adhere to the provisions of sections 71 to 74 of the Act.
- 12.3. The attention of the requester is drawn to the provisions of Chapter 5 of Part 3 of the Act in terms of which the company is obliged, in certain circumstances to advise third parties of the requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of the Act entitle third parties to dispute the decisions of the Head of Administration of the company or the Request Liaison Officer by referring the matter to the High Court.

13. UPDATING OF THIS MANUAL

The company may update this Manual every six months or at such intervals as may be necessary.



REPUBLIC OF SOUTH AFRICA

ANNEXURE A

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____

(state rank, name and surname of information officer/deputy information officer) on

_____ (date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

**SIGNATURE OF INFORMATION
OFFICER/DEPUTY INFORMATION
OFFICER**

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: Postal address: _____

Telephone number: _____

(_____) _____ Fax number: (_____) _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY of a request for information is made on behalf of another person

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

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Reason for exemption from payment of fees:

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F. Form of access to record

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 form the record is required.	
Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a 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.	

1. If the record is in written or printed form:				
<input type="checkbox"/> copy of record*	<input type="checkbox"/>	<input type="checkbox"/> inspection of record	<input type="checkbox"/>	<input type="checkbox"/>
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
<input type="checkbox"/> view the images	<input type="checkbox"/>	<input type="checkbox"/> copy of the images*	<input type="checkbox"/>	<input type="checkbox"/> transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:				
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/>	<input type="checkbox"/> transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>

4. If record is held on computer or in an electronic or machine-readable form:				
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/>	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/>	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....

**SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE**



REPUBLIC OF SOUTH AFRICA

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

.....

Identity number:

Grid for identity number

Postal address:

.....

Telephone number:

(.....)

Fax number:

(.....)

E-mail address:

.....

Capacity in which an internal appeal on behalf of another person is lodged: _____

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

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D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

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State any other information that may be relevant in considering the appeal:

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Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of year.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by
..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION
SUBSTITUTED

NEW DECISION:

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
AUTHORITY ON (date):



REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

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D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....

.....

.....

.....

2. Reference number, if available:

.....

.....

.....

.....

3. Any further particulars of record:

.....

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

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 form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a 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.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

.....

.....

.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....
**SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE**