FEES FOR REQUEST AND REPRODUCTION OF RECORDS

Section 22

(Promotion of Access to Information Act, 2000 (Act No 2 of 2000))

[Regulation 7]

 Fees

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Amount (R)** |
| \_\_\_\_\_\_\_\_\_ | Request fee (\*where required) | *35,00* |
| (a) | For every photocopy of an A4-size page or part thereof  | *0,60* |
| (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* |
| (c) | For a copy in a computer-readable form on— | *\_\_\_\_\_\_\_\_* |
| 1. stiffy disc
 | *5,00* |
| 1. compact disc
 | *40,00* |
| (d) | 1. for a transcription of visual images, for an A4-size page

or part thereof | *22,00* |
| 1. for a copy of visual images
 | *60,00* |
| (e) | 1. for a transcription of audio record, for an A4-size page

or part thereof | *12,00* |
| 1. for a copy of audio record
 | *17,00* |
| \_\_\_\_\_\_\_\_\_ | Search and preparation of records (for each hour or part thereof) | *15,00* |
| \_\_\_\_\_\_\_\_\_ | Deposit (where required) for access fee | *⅓* |
| \_\_\_\_\_\_\_\_\_ | Postage | *Actual postage* |

\*Exemptions in terms of section 22(8) of PAIA:

|  |  |
| --- | --- |
| **Category** | **Fee(s) exempt** |
| Personal requester (person requesting records about him/herself). | *Request fee* |
| Single person with annual income, after deductions, not exceeding R14,712.00. | *Access fee* |
| Married persons/life partners with annual income, after deductions, not exceeding R27,192.00. | *Access fee* |
| Where costs of collecting any fee exceeds the amount charged. | *Request & Access fee* |