

ANNEXURE 1: RECORD REQUEST FORM

This annexure must accompany the cover letter addressed to the Deputy Information Officer

1. Particulars of Dube TradePort Corporation

The Deputy Information Officer

Attention: Ms. T. Wingfield

Fax number: +27 32 814 0103

Email address: Tanya.wingfield@dubetradeport.co.za

2. 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 Name and Surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

Cell number: _____

E-mail address: _____

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

3. 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: _____

4. 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:

5. Fees

- (a) A request for access to a record will be processed only after a request fee has been paid, unless you are exempted from paying such fee.
- (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:

6. 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
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Mark the appropriate box with an X.

NOTES:

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for access for 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"/>	inspection of record
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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"/>	copy of the images"	<input type="checkbox"/>	transcription of images*
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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"/>	transcription of soundtrack* written or printed document
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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"/>	printed copy of information derived from the record	<input type="checkbox"/>	copy in computer readable form* (memory stick or compact disc)
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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
	<input type="checkbox"/>	<input type="checkbox"/>

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 your record?

7. 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 you request.

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

Signed at _____ on this ___ day of _____ 20_____

Signature of requester / person on whose behalf request is made

FOR DUBE TRADEPORT INTERNAL USE ONLY

Reference number: _____

Information Officer: _____

Request fee (if any): R _____

Deposit (if any): R _____

Access fee: R _____

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER