

ANNEXURE 3: FEE FORM

Fees payable as prescribed by the Act

Description		Cost (excl. of VAT)
1	The fee for a copy of the manual as contemplated in regulation 5 (c) - for every photocopy of an A4-size page or part thereof.	0,60
2	The fees for reproduction referred to in regulation 7 (1) are as follows:	
(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—	
(i)	Compact disc	40, 00
(d) (i)	For a transcription of visual images, for an A4-size page or part thereof	22, 00
(d) (ii)	For a copy of visual images	60,00
(e) (i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(e) (ii)	For a copy of an audio record	17,00
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2).	35,00
4	The access fees payable by a requester referred to in regulation 7 (3) are as follows:	
4.1 (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—	
(i)	Stiffy disc	5,00
(ii)	Compact disc	40,00

(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(d)(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(e)(ii)	For a copy of an audio record	17,00
(f)	To search for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
4.2 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.	
4.3 The actual postage is payable when a copy of a record must be posted to a requester.		