



planning, monitoring and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

FORM A

REQUEST FOR ACCESS TO A RECORD OF A PUBLIC BODY

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) [Regulation 2]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by: _____

State 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: _____

Particulars of public body

The Information Officer: Mr Tshediso Matona (Acting Director General)

or

Deputy Information Officer: Mr. Stanley Ntakumba (Chief Director)

The Department of Planning, Monitoring and Evaluation

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0001

South Africa

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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 South Africa 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: _____

Fax number: _____

Telephone number: _____

e-mail address: _____

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

C. PARTICULARS OF PERSON ON WHOSE BEHALF A 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: _____

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.
c) 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 required amount to be paid as the request fee.
- c) The fees 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 for payment of fees: _____

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.

Mark the appropriate box with an X.

Disability		Form in which record is required	
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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	
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2. If a record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc)

View the images		Copy of the images		Transcript of the images	
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3. If record consists of recorded words or information which can be reproduced in sound

Listen to the soundtrack/ or audio cassette		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:

Printed copy of record		Printed copy of information derived from the record		Copy of computer readable form	
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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.

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	YES	NO
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5. In which language would you prefer the record?

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified whether your request has been approved/ or 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 _____ 20 _____

Signature of requester/ or person on whose behalf the request is made.