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REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Regulation Gazette

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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT NOTICE:

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No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as [@gpw.gov.za](mailto:gpw@gpw.gov.za)

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** **GOVERNMENT GAZETTE** **2021**

The closing time is **15:00** sharp on the following days:

- **24 December 2020**, Thursday for the issue of Thursday **31 December 2020**
- **31 December 2020**, Thursday for the issue of Friday **08 January 2021**
- **08 January**, Friday for the issue of Friday **15 January 2021**
- **15 January**, Friday for the issue of Friday **22 January 2021**
- **22 January**, Friday for the issue of Friday **29 January 2021**
- **29 January**, Friday for the issue of Friday **05 February 2021**
- **05 February**, Friday for the issue of Friday **12 February 2021**
- **12 February**, Friday for the issue of Friday **19 February 2021**
- **19 February**, Friday for the issue of Friday **26 February 2021**
- **26 February**, Friday for the issue of Friday **05 March 2021**
- **05 March**, Friday for the issue of Friday **12 March 2021**
- **12 March**, Friday for the issue of Friday **19 March 2021**
- **18 March**, Thursday for the issue of Friday **26 March 2021**
- **25 March**, Thursday for the issue of Thursday **01 April 2021**
- **31 March**, Wednesday for the issue of Friday **09 April 2021**
- **09 April**, Friday for the issue of Friday **16 April 2021**
- **16 April**, Friday for the issue of Friday **23 April 2021**
- **22 April**, Thursday for the issue of Friday **30 April 2021**
- **30 April**, Friday for the issue of Friday **07 May 2021**
- **07 May**, Friday for the issue of Friday **14 May 2021**
- **14 May**, Friday for the issue of Friday **21 May 2021**
- **21 May**, Friday for the issue of Friday **28 May 2021**
- **28 May**, Friday for the issue of Friday **04 June 2021**
- **04 June**, Friday for the issue of Friday **11 June 2021**
- **10 June**, Thursday for the issue of Friday **18 June 2021**
- **18 June**, Friday for the issue of Friday **25 June 2021**
- **25 June**, Friday for the issue of Friday **02 July 2021**
- **02 July**, Friday for the issue of Friday **09 July 2021**
- **09 July**, Friday for the issue of Friday **16 July 2021**
- **16 July**, Friday for the issue of Friday **23 July 2021**
- **23 July**, Friday for the issue of Friday **30 July 2021**
- **30 July**, Friday for the issue of Friday **06 August 2021**
- **05 August**, Thursday for the issue of Friday **13 August 2021**
- **13 August**, Friday for the issue of Friday **20 August 2021**
- **20 August**, Friday for the issue of Friday **27 August 2021**
- **27 August**, Friday for the issue of Friday **03 September 2021**
- **03 September**, Friday for the issue of Friday **10 September 2021**
- **10 September**, Friday for the issue of Friday **17 September 2021**
- **16 September**, Thursday for the issue of Thursday **23 September 2021**
- **23 September**, Thursday for the issue of Friday **01 October 2021**
- **01 October**, Friday for the issue of Friday **08 October 2021**
- **08 October**, Friday for the issue of Friday **15 October 2021**
- **15 October**, Friday for the issue of Friday **22 October 2021**
- **22 October**, Friday for the issue of Friday **29 October 2021**
- **29 October**, Friday for the issue of Friday **05 November 2021**
- **05 November**, Friday for the issue of Friday **12 November 2021**
- **12 November**, Friday for the issue of Friday **19 November 2021**
- **19 November**, Friday for the issue of Friday **26 November 2021**
- **26 November**, Friday for the issue of Friday **03 December 2021**
- **03 December**, Friday for the issue of Friday **10 December 2021**
- **09 December**, Thursday for the issue of Friday **17 December 2021**
- **17 December**, Friday for the issue of Friday **24 December 2021**
- **23 December**, Thursday for the issue of Friday **31 December 2021**

LIST OF TARIFF RATES

FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** **GPW**'s annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:
Government Printing Works

149 Bosman Street

Pretoria

Postal Address:

Private Bag X85

Pretoria

0001

GPW Banking Details:
Bank: ABSA Bosman Street

Account No.: 405 7114 016

Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za
E-mail: info.egazette@gpw.gov.za
Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za
Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GOVERNEMENT NOTICES • GOEWERMENSKENNISGEWINGS

DEPARTMENT OF FINANCE

NO. R. 754

27 August 2021

RESOLUTION ON LEVYING PROPERTY RATES IN TERMS OF SECTION 14 OF LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES; ACT 2004 (ACT NO. 6 OF 2004)

Notice no. SC- 30JUNE2021_S



<i>EC104 MAKANA MUNICIPALITY APPROVED PROPERTY RATES FOR 2021/22</i>	
Notice is hereby given that, in terms of the Local Government Municipality Property Rates Act (Act No. 6 of 2004) the under-mentioned cents in rands will be levied for the financial year 2021/2022 (i.e 1 July 2021 to 30 June 2022) on the categories of rateable properties in the Makana Municipality area of jurisdiction as follows:-	
PROPERTY TYPE	APPROVED CENT IN RAND (RAND/TARIFF) 2021/22
1. Businesses	0.020019
2. Government Properties (e.g Public Schools, Government Buildings, etc)	0.025739
3. Schools (Private & Public)	0.006742
4. Residential Properties	0.006742
5. Tertiary Institutions (e.g University)	0.013279
6. Domestic Farmers (bona fide farmers)	0.001687
7. Public Service Infrastructure (PSI)	0.001687
8. Industrial Properties	0.010010
9. Monument	0.010010
10. Tourism/Game	0.001687
11. RDP Houses	0.001687
12. Sectional Titles	0.006742
13. B&B Properties	0.006742
14. Museum Properties	EXEMPT
15. Sporting Bodies	EXEMPT
16. Places of Worship	EXEMPT
17. Public Benefit Organisations (P.B.O.)(Including Private Schools)	0.001687
Please note that the municipality does not levy property rates on places of worship (churches) as in line with the Property Rates Act and the Council's Property Rates Policy. Also note that rebates as per Council Resolution, as well as rebates as per the Municipal Property Rates Act No. 6 of 2004 for all the qualifying rateable properties are available on application, which must be completed on or before 30 September each year.	

Full details of the Council resolution and rebates, reductions and exemptions specific to each category of owners of properties or owners of a specific category of properties as determined through criteria in the municipality's rates policy are available for inspection on the municipality's offices and website (www.makana.gov.za).

M.MENE
MUNICIPAL MANAGER
Address : 86 High Street
Grahamstown
6139
Tel : 046 603 6130

DEPARTMENT OF EMPLOYMENT AND LABOUR

NO. R. 755

27 August 2021

**employment & labour**Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA**Privacy Statement of the Compensation Fund**

The Compensation Fund (we, us) has a legal mandate in terms of the Compensation for Occupational Injuries and Disease Act No.130 of 1993 (hereafter referred to as the COIDA) to provide compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees or for the death resulting from injuries or diseases and provide for matters connected therewith. We aim to provide efficient, quality, client-centric and accessible Compensation for Occupational Injuries, Diseases (COID) services.

To achieve its objectives as set out above, the Compensation Fund must collect and use information, including personal information as defined in the Protection of Personal Information Act No 4 of 2013. Personal information means information which alone or jointly with other factors identifies you as a person. This includes information such as your name, contact details, telephone number, biometric information, registration number and any other information we collect.

We want to assure you that your personal information is important to us. As part of our commitment to protecting your personal information, Compensation Fund treats all personal information we collect through different channels as private and confidential. We have put in place the necessary safeguards, our security systems and controls are designed to maintain confidentiality, prevent loss, unauthorised access and damage to information by unauthorised parties.

We will not use the personal information you share with us for any other purpose apart for which it is purposed for.

We will not disclose your information to any third parties unless:

- It is necessary to fulfil our legislative mandate as provided for in the COIDA;
- Law enforcement purposes;
- We have a public duty to disclose the information;
- Your legitimate interests require disclosure; or
- You have provided consent for us to disclose your information.

Prior to sharing your personal information with any third parties, we will take appropriate steps to ensure that they have taken adequate measures to comply with applicable data protection laws and will protect the information we are disclosing to them.



DEPARTMENT OF HEALTH

NO. R. 756

27 August 2021

MEDICINES AND RELATED SUBSTANCES ACT, 1965 (ACT NO. 101 OF 1965)
EXCLUSION OF CERTAIN ALCOHOL-BASED HAND-RUBS FROM THE OPERATION
OF SPECIFIED PROVISIONS OF THE MEDICINES AND RELATED SUBSTANCES
ACT, 1965 (ACT NO. 101 OF 1965)

I, Ms M.T Kubayi, the Acting Minister of Health, in terms of section 36(1) of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) (the Act), and on the recommendation of the South African Health Products Regulatory Authority, hereby exclude, subject to the conditions listed: -

- (a) the medicine listed in the Schedule hereto from the operation of sections 14(1) of the Act and regulations 11 and 12 of the General Regulations made in terms of the Act (Government Notice No. R. 859 of 25 August 2017) (the General Regulations), and
- (b) the manufacturer, importer or distributor, licensed in terms of section 22C(1)(b) of the Act, of alcohol-based handrubs listed in this Schedule from regulations 23(1)(c)(ii), 23(1)(c)(iv), and 23(2)(aa) of the General Regulations made in terms of the Act (Government Notice No. R. 859 of 25 August 2017) (the General Regulations).

This exclusion is effective immediately for a period not exceeding twelve (12) months from the date of signature of this Notice.



Ms T.M KUBAYI, MP
ACTING MINISTER OF HEALTH

DATE 26/07/2021

SCHEDULE

MEDICINE	PROVISIONS FROM WHICH EXCLUDED	CONDITIONS OF EXCLUSION
Category A medicines in class 13 or 20, consisting of alcohol-based handrubs used or purporting to be suitable for use to prevent or treat infection within a health establishment as defined in the National Health Act 61 of 2003, or other high-risk environment.	<ol style="list-style-type: none"> 1. Sections 14(1) of the Act, in respect of the registration requirements for medicines. 2. Regulation 11 and 12, in respect of the requirement for inclusion of professional information and a patient information leaflet. 3. Regulation 23(1)(c)(ii), in respect of the requirement for a responsible pharmacist, registered with the South African Pharmacy Council. 4. Regulation 23(1)(c)(iv), in respect of the requirements for compliance with good manufacturing, wholesaling or distribution practices. 5. Regulation 23(2)(aa), in respect of the appointment and designation of a responsible pharmacist. 	<ol style="list-style-type: none"> 1. Any medicine sold in accordance with this notice must be— <ol style="list-style-type: none"> a. manufactured according to the final formulas as per WHO-recommended Handrub Formulations, as provided for in the "Guide to Local Production: WHO-recommended Handrub Formulations"¹; and b. labelled in accordance with regulation 10 of the General Regulations, including: <ol style="list-style-type: none"> i. a statement to the effect that it was "Prepared according to the Guide to Local Production: WHO-recommended Handrub Formulations"; ii. if intended for surgical hand preparation, the recommended method of application (including contact time, volume to be applied and application procedure); and iii. the disclaimer "This unregistered medicine has not been evaluated by the SAHPRA for its quality, safety or intended use" iv. That the handrub is tested according to and compliant with the test methodology provided in the South African National Standard (SANS) 490:2020 "Alcohol-based hand sanitiser and handrub" 2. An application for a licence in terms of section 22C(1)(b) of the Act and regulation 23, to manufacture, import or distribute the alcohol-based handrubs listed in this Schedule, shall be accompanied by the following documentary evidence: <ol style="list-style-type: none"> i. Submission of Site Master File (SMF) as per SMF guideline² based on the Good Manufacturing Practices of alcohol-based handrubs. ii. SANAS and/or International Organization for Standardization (ISO) Accreditation or certification equivalent to ISO 9001 standard.

¹ WHO; Guide to Local Production: WHO-recommended Handrub Formulations

https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf?ua=1

² Site Master File

https://www.sahpra.org.za/wp-content/uploads/2020/02/3316a9504.08_SMF_Jun03_v2-final-nov-2019-1.pdf

		<ul style="list-style-type: none"> iii. A manual of procedures and practices to be implemented to ensure the safety, efficacy, and quality of the said hand rubs; including procedures for the conduct of analytical tests; iv. An inventory of equipment to be used to manufacture said hand rubs; v. The executed master batch manufacturing records (BMR) for each batch manufactured vi. Certificate of Analysis (CoA) of each batch manufactured equivalent to the SANS 490:2020 and WHO requirements and vii. Submission of the label as per SAHPRA alternative regulatory and licensing requirements in accordance with SANS 490:2020 and WHO label requirements viii. a signed declaration by the responsible person of the holder of the application of the licence which contains: <ul style="list-style-type: none"> (aa) that the hand rub is prepared according to the "Guide to Local Production: WHO-recommended Handrub Formulations"; (bb) that the hand rub is tested according to and compliant with the test methodology provided in the South African National Standard (SANS) 490:2013 "Disinfectant alcohol-based handrub"; (cc) that the concentration of ethyl alcohol or isopropyl alcohol used will be verified for each batch using gas chromatography, alcoholmeter, hydrometer, or other chemical analysis of equivalent or greater accuracy; (dd) that the hand rub is manufactured under sanitary conditions using equipment that is well maintained and fit for purpose; (ee) that records relating to the manufacture of the hand rub will be kept by the manufacturer; and (ff) that the hand rub is safe for its intended use. <p>3. In order to continue to be sold beyond the expiry of this notice, any such medicines must be registered in terms of section 14(1) of the Act and the manufacturer, importer or distributor of said medicine must comply with all the provisions of regulation 23.</p>
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DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. R. 757

27 August 2021

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000):
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO INFORMATION, 2021**

I, Ronald Ozzy Lamola, the Minister of Justice and Correctional Services, hereby, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), make the regulations in the Schedule.


**R O LAMOLA, MP
MINISTER OF JUSTICE AND CORRECTIONAL SERVICES**

DATE: 29/07/2021

**SCHEDULE
ARRANGEMENT OF REGULATIONS****CHAPTER 1****GENERAL**

1. Definitions

CHAPTER 2**AVAILABILITY OF GUIDE**

2. Obligations of Information Regulator
3. Obligations of information officer

CHAPTER 3**ACCESS TO INFORMATION**

4. Automatic availability of certain records of public body
5. Voluntary disclosure and automatic availability of certain records of private bodies
6. Availability of records of political parties
7. Request for access to information
8. Outcome of request and fees payable
9. Internal appeal against decision of information officer of public body

CHAPTER 4**COMPLAINTS TO INFORMATION REGULATOR**

10. Lodging of complaints
11. Procedure regarding investigation of complaints
12. Settlement of matter
13. Conciliation of matter
14. Assessment

CHAPTER 5**MISCELLANEOUS**

15. Electronic communication
16. Offences and penalties
17. Repeal and transitional provisions

18. Short title

ANNEXURE A**Form:**

1. Request for a copy of the guide
2. Request for access to record
3. Outcome of request and of fees payable
4. Lodging of an internal appeal
5. Lodging of complaint
6. Acknowledgement of receipt of complaint
7. Notification to information officer
8. Development and outcome of investigation
9. Settlement meeting
10. Settlement certificate
11. Conciliation of matter
12. Conciliation certificate
13. Request for an assessment
14. Notice of *request/Information Regulator's own decision to do an assessment
15. Decision with regards to conducting an assessment
16. Decision with regards to assessment

ANNEXURE B

Fees

**CHAPTER 1
GENERAL****Definitions**

1. In these Regulations any word or expression to which a meaning has been assigned in the Act has the meaning so assigned and, unless the context otherwise indicates—
"**complainant**" for purposes of the Regulations, means a requester or a third party, as defined in section 1 of the Act;

"**guide**" means the guide contemplated in section 10 of the Act;

"**information officer**" for purposes of the Regulations, includes the head of a private body, as defined in section 1 of the Act, and may include a deputy information officer, if so delegated in terms of section 17 of the Act;

"**in writing**" includes in the form of a data message and accessible in a manner usable for subsequent reference, as contemplated in section 12 of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002);

"**signature**" includes a signature contemplated in section 13 of the Electronic Communications and Transactions Act, 2002; and

"**the Act**" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

**CHAPTER 2
AVAILABILITY OF GUIDE****Obligations of Information Regulator**

2. (1) The Information Regulator must make the guide available in each of the official languages—

- (a) by publication in the *Government Gazette*;
- (b) at the Office of the Information Regulator, for inspection, during normal office hours;
- (c) on the website of the Information Regulator; and
- (d) to the Director-General of the Department of Government Communication and Information Systems.

(2) The Information Regulator must make available, upon the written request of any person, including an information officer, on a form which corresponds substantially with Form 1 of Annexure A to the Regulations, the number of copies of the guide in the official languages, as requested.

(3) The Information Regulator may not charge any fee for—

- (a) a copy of the guide made available in terms of subregulation (2); or
- (b) inspection of a copy of the guide at the office of the Information Regulator.

Obligations of information officer

3. (1) An information officer must have a copy of the guide, in at least two of the official languages, at his or her registered head office, for public inspection during normal office hours.

(2) An information officer must make available, upon the written request of any person, on a form which corresponds substantially with Form 1 of Annexure A to the Regulations, the number of copies of the guide in the official languages, as requested.

(3) An information officer may not charge a fee for—

- (a) a copy of the guide made available in terms of subregulation (2); or
- (b) inspection of a copy of the guide at the office of the information officer.

CHAPTER 3 ACCESS TO INFORMATION

Automatic availability of certain records of public bodies

4. (1) The information officer of a public body, must compile and keep a description of the categories of records contemplated in section 15(1)(a) of the Act, that are automatically available without a requester having to request access thereto.

(2) The description contemplated in subregulation (1) must be updated as soon as practically possible after an amendment to the description occurs.

(3) The description must be made available—

- (a) to the Information Regulator;
- (b) on the website of the public body; and
- (c) for inspection, at the head office of a public body concerned during normal office hours.

(4) A requester may request a copy of a record referred to in subregulation (1) and must be provided with such copy, upon payment of the fee for reproduction, as provided for in items 2 to 8 of Annexure B to the Regulations.

Voluntary disclosure and automatic availability of certain records of private bodies

5. (1) The Head of a private body, may compile and keep a description of the categories of records contemplated in section 52(1)(a) of the Act that are—

- (a) voluntarily disclosed; or
- (b) automatically available without a requester having to request access thereto.

(2) If a description contemplated in subregulation (1) is compiled and kept, it must be—

- (a) updated as soon as practically possible after any amendment to the description occurs; and
- (b) made available—
 - (i) to the Information Regulator;
 - (ii) on the website of the private body; and
 - (iii) for inspection, at the registered head office of a private body concerned during normal office hours.

(3) A requester may request a copy of a record referred to in subregulation (1) and must be provided with such copy, upon payment of the fee for reproduction, as provided for in items 2 to 8 of Annexure B to the Regulations.

Availability of records of political parties

6. The records contemplated in section 52A(1)(b) of the Act must be available for inspection—

- (a) from Monday to Friday, excluding public holidays, from 8h00 to 16h00 at the physical business address of a political party; and
- (b) electronically on the website of the political party, if that political party has a website.

Request for access to information

7. (1) A request for access to a record contemplated in section 18(1) or 53(1) of the Act, must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations, to the information officer.

(2) The information officer must—

- (a) assist a requester with any request with regards to a request for access to information; and
- (b) if a request for access to a record is made orally as a result of illiteracy or a disability of a requester, complete Form 2 of Annexure A to the Regulations on behalf of the requester and provide a copy thereof to the requester, as contemplated in section 18(3) of the Act.

(3) The request fee payable by every requester referred to in section 22(1) or 54(1) of the Act is prescribed in item 1 of Annexure B to the Regulations.

Outcome of request and fees payable

8. (1) The information officer must, if a request for access to a record referred to in regulation 7 of the Regulations is granted or refused, inform the requester of—

- (a) his or her decision; and
- (b) the fees payable as provided for in Annexure B to the Regulations, on a form that corresponds substantially with Form 3 of Annexure A to the Regulations: Provided that a request for a copy of the guide may not be refused.

(2) A person who requests—

(a) a copy of a record contemplated in regulation 4 or 5 of the Regulations; or
(b) access to a record as contemplated in regulation 7 of the Regulations,
may be charged the fee for reproduction and postage as prescribed in Annexure B to the Regulations, if the request is granted.

(3) If—

(a) the search for a record in respect of which a request for access has been made; and
(b) the preparation of the record for disclosure, including any arrangements contemplated in section 29(2)(a) and (b)(i) and (ii)(aa) of the Act,

would, in the opinion of the information officer, require more than six hours for these purposes, the information officer must, on a form which corresponds substantially with Form 3 of Annexure A to the Regulations, inform the requester to pay as a deposit, a portion of the access fee: Provided that the amount payable as a deposit, must not exceed one third of the amount payable, if the request is granted.

(4) The fee for the search for and preparation of the record contemplated in section 29(2)(a) and (b)(i) or 54(2)(a) and (b)(i) of the Act is as provided for in item 9 of Annexure B to the Regulations.

Internal appeal against decision of information officer of a public body

9. A complainant may lodge an internal appeal against a decision of the information officer of a public body as contemplated in section 75(1) of the Act, on a form which corresponds substantially with Form 4 of Annexure A to the Regulations.

CHAPTER 4 COMPLAINTS TO INFORMATION REGULATOR

Lodging of complaints

10. A complaint contemplated in section 77A of the Act, must be lodged in writing on a form that corresponds substantially with Form 5 of Annexure A to the Regulations, to the Information Regulator.

Procedure regarding investigation of complaints

11. (1) (a) Upon receipt of a complaint contemplated in section 77A of the Act, the Information Regulator must, on a form which corresponds substantially with Form 6 of Annexure A to the Regulations, acknowledge receipt of the complaint.

(b) The Information Regulator must inform the complainant, as contemplated in section 77E of the Act, whether—

(i) the Information Regulator will investigate the complaint further; or
(ii) the complaint will be referred to the Enforcement Committee, established in terms of section 50 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

(2) If the Information Regulator decides to investigate the complaint as contemplated in section 77C(1)(a) of the Act, it must, within 20 working days after receipt of the complaint on a form that corresponds substantially with Form 7 of Annexure A to the Regulations—

(a) bring the complaint to the attention of the information officer concerned;
(b) inform the information officer concerned of its intention to investigate the complaint; and

(c) request the information officer concerned to respond to the complaint and produce any item or document, on which he or she based his or her decision.

(3) The information officer concerned must, within 20 working days after receipt of the complaint from the Information Regulator, respond in writing to the complaint and submit any item or document to the Information Regulator, in the manner the Information Regulator requests.

(4) For purposes of the investigation, the Information Regulator has all the powers and functions as determined in section 77G of the Act.

(5) The Information Regulator must, within a reasonable time from the date of a decision being made or action being taken—

(a) keep the complainant and the information officer concerned and any other party to the matter, informed of the developments of the investigation; and

(b) inform the complainant, the information officer concerned and any other party to the matter of the results of the investigation,

on a form that corresponds substantially with Form 8 of Annexure A to the Regulations.

(6) The Information Regulator may, during its investigation as contemplated in subregulation (1)(b) if it appears that the Enforcement Committee is better suited to investigate the complaint, refer the complaint to the Enforcement Committee, and must in writing inform the complainant accordingly.

Settlement of matter

12. (1) If it appears from a complaint or any written reply to the complaint—

(a) under section 77E(b)(ii) of the Act; or

(b) during a conciliation meeting,

that it may be possible to secure a settlement between the parties, the Information Regulator may confer with the parties—

(i) in person; or

(ii) by means of electronic communication,

as is deemed appropriate to endeavour to obtain a settlement.

(2) If during the process referred to in subregulation (1) the Information Regulator decides to convene a settlement meeting, the Information Regulator must, as soon as it is practically possible, inform the parties on a form that corresponds substantially with Form 9 of Annexure A to the Regulations of the date, time and place of the settlement meeting.

(3) For the purpose of settlement proceedings, the Information Regulator has the same powers as a conciliator contemplated in regulation 13(3) and (4) of the Regulations.

(4) The Information Regulator must issue a settlement certificate on a form that corresponds substantially with Form 10 of Annexure A to the Regulations, within a reasonable time after the date of the conclusion of the settlement meeting.

(5) If no settlement is secured or if either or both of the parties did not wish to attend a settlement meeting, the Information Regulator must proceed with the matter as provided for in terms of section 77C of the Act.

Conciliation of matter

13. (1) If—

(a) on receipt of a complaint;

(b) during its investigation; or

(c) on receipt of any written response from the information officer of a public body or the head of a private body, in terms section 77E(b)(ii) of the Act, it becomes clear to the Information Regulator that the complaint, or certain aspects of the complaint, could successfully be settled, the Information Regulator, may conduct conciliation proceedings and act as conciliator in the matter.

(2) The Information Regulator must convene a conciliation meeting as soon as it is practically possible and inform the complainant, the information officer concerned or any other party to the matter, on a form that corresponds substantially with Form 11 of Annexure A to the Regulations—

- (a) of the Information Regulator's decision to act as a conciliator in the matter;
- (b) of the name of the conciliator;
- (c) of the date, which must be at least 10 working days after this notification, of the time and place of the conciliation meeting; and
- (d) that in the event of non-attendance by either party or both, the Information Regulator may summon the appearance of persons before the Information Regulator.

(3) The Information Regulator—

- (a) may consolidate separate complaints, which are alleged to relate to the same matter by the same information officer, in order to deal with the complaints in the same conciliation proceedings;
- (b) must ensure that all persons entitled to attend the conciliation meeting are notified within a reasonable time, of the date, time and place of the meeting;
- (c) may request all the relevant documentation relating to the complaint from the complainant, information officer or other party to the matter;
- (d) may confer with the parties in person, by means of electronic communication, or by any other means as is deemed appropriate; and
- (e) may—
 - (i) encourage parties to communicate with each other with a view to settle the matter;
 - (ii) assist the parties to narrow down the issues in dispute;
 - (iii) take an active role in the proceedings, including summarising the various options available to the parties and the strengths and weaknesses of the matter;
 - (iv) offer an opinion as to the issues of factual or legal disputes between the parties;
 - (v) give advice about cost implications and other legal consequences; and
 - (vi) make any proposal to the parties with a view to settle the matter.

(4) Where a conciliation meeting fails to take place, the Information Regulator must arrange for an alternative date and notify the persons entitled to attend the conciliation meeting accordingly.

(5) The Information Regulator must issue a conciliation certificate which corresponds substantially with Form 12 of Annexure A to the Regulations within a reasonable time after the date of the conclusion of the conciliation meeting.

(6) If the complaint is not resolved, or either or both of the parties did not attend a conciliation meeting, the Information Regulator must proceed with the complaint as provided for in terms of section 77C(1) of the Act.

Assessment

14. (1) A request by an information officer for an assessment in terms of section 77H(1) of the Act must be submitted to the Information Regulator in writing on a form that

corresponds substantially with Form 13 of Annexure A to the Regulations, together with substantiated reasons for the request.

(2) If the Information Regulator receives a request for an assessment in terms of subregulation (1) or on its own initiative decides, to make an assessment as contemplated in section 77H(1) of the Act, it must—

- (a) inform the public or private body in writing on a form that corresponds substantially with Form 14 of Annexure A to the Regulations of the request for an assessment received, or of its decision to make an assessment on its own initiative; and
- (b) request the public or private body to answer in writing, with substantiated reasons why an assessment is unnecessary, within the time specified by the Information Regulator.

(3) On receipt of an answer and substantiated reasons why an assessment is unnecessary, or after the date specified in the notice has expired, whether or not an answer and substantiated reasons were received, the Information Regulator must—

- (a) decide whether an assessment will be conducted or not; and
- (b) inform—
 - (i) the public or private body; and
 - (ii) if a request for assessment was received, the person who requested an assessment,

in writing on a form that corresponds substantially with Form 15 of Annexure A to the Regulations, whether or not, it has decided to conduct an assessment, within a reasonable time from the date that the decision was made.

(4) The—

- (a) period of assessment; and
- (b) manner of assessment,

will be determined by the Information Regulator on a case by case basis.

(5) When making an assessment, the Information Regulator must take the following into account:

- (a) The nature of the body in question;
- (b) the services it provides to the public or a group of persons;
- (c) the purpose of the information under assessment;
- (d) the likely effect of non-compliance, or of future or continued non-compliance with the Act by the body concerned;
- (e) whether such non-compliance has been committed before;
- (f) whether the body was previously made aware of its earlier or current non-compliance;
- (g) the steps taken by the body to comply with the Act; and
- (h) the most effective solution in the public interest to remedy the non-compliance.

(6) On conclusion of the assessment, the Information Regulator must compile an assessment report, containing its detailed findings and recommendations, if any.

(7) If the Information Regulator has made a finding that the public or private body is not complying with the provisions of the Act, the Information Regulator must deal with the matter as if a complaint is lodged with it in terms of section 77A of the Act.

(8) The Information Regulator must notify—

- (a) the public or private body; and
 - (b) the person who requested an assessment, if a request was received,
- of any decision made, or action taken, or view formed on a form that corresponds substantially with Form 16 of Annexure A to the Regulations, within a reasonable time from the date that the decision was made or action taken or view formed.

**CHAPTER 5
MISCELLANEOUS**

Electronic communication

15. The provisions of the Electronic Communications and Transactions Act, 2002, are applicable to all forms, records, documents or any information, which are electronically communicated.

Offences and penalties

16. An information officer who willfully or in a grossly negligent manner charges a fee other than the fee prescribed in terms of the Regulations, is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

Repeal and transitional provisions

17. (1) The regulations published under Government Notice No. R. 187 of 15 February 2002, as amended by Government Notices Nos R. 1244 of 22 September 2003, R. 990 of 13 October 2006, R. 466 of 1 June 2007 and R. 307 of 1 April 2021, are hereby repealed.

(2) Anything done under a provision of a regulation repealed by subregulation (1) and which could have been done under a provision of these Regulations, is regarded as having been done under the latter provision.

Short title

18. These Regulations are called the Regulations relating to the Promotion of Access to Information, 2021.

**ANNEXURE A
FORM 1
REQUEST FOR A COPY OF THE GUIDE
[Regulations 2 and 3]**

TO: *The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

OR

*The information officer

I,

Full names:			
In my capacity as (mark with "x"):	Information officer		Other
Name of *public/private			

body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

hereby request the following copy(ies) of the guide:

Language (mark with "X")	No of copies	Language(mark with "X")	No of copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

* Delete whichever is not applicable

**FORM 2
REQUEST FOR ACCESS TO RECORD
[Regulation 7]**

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The information officer

(Address)

E-mail address: _____
Fax number: _____

Mark with an "X"

- Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION

Full names:			
Identity number:			
Capacity in which request is made <i>(when made on behalf of another person):</i>			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity number:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available:			
Any further particulars of record:			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>			
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>			

Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(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)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (state rank, name and surname of information officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

**FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]**

Note:

- If your request is granted the—
 - amount of the deposit, (if any), is payable before your request is processed; and
 - requested record/portion of the record will only be released once proof of full payment is received.
- Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
--	--

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
-----------------------------------	--

Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(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)</i>	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
-----------------	--	---	--

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

FORM 4
LODGING OF AN INTERNAL APPEAL
 [Regulation 9]

Reference number: _____

PARTICULARS OF PUBLIC BODY			
Name of public body:			
Name and surname of information officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail Address:			
Is the internal appeal lodged on behalf of another person?		Yes	No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(if lodged by a third party)</i>			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail address:			
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>			
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:			
GROUNDS FOR APPEAL			
<i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed.)</i>			
State the grounds on which the internal appeal is based:			

Access (Sec 29(3)). Confirmed?	Yes		New decision (if not confirmed)	
	No			
Request for access granted. Confirmed?	Yes		New decision (if not confirmed)	
	No			

Signed at _____ this _____ day of _____ 20 _____

Relevant authority

FORM 5
LODGING OF COMPLAINT
[Regulation 10]

Note:

1. This form is designed to assist the Requester (hereinafter referred to as "the Complainant") in requesting a review of a public or private body's response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA"). Please fill out this form and send it to the Information Regulator or complete the online complaint form available at <https://www.justice.gov.za/infoREG/>.
2. PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part E of this complaint form.
3. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as "the Body") an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator, you are required to complete the prescribed PAIA form and submit it to the Body.
4. A copy of this form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.
5. The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. Please attach copies of the following documents, if you have them:
 - Copy of the form to the Body requesting access to records;
 - The Body's response to your complaint or access request;
 - Any other correspondence between you and the Body regarding your request;
 - Copy of the appeal form, if your complaint relate to a public body;
 - The Body's response to your appeal;
 - Any other correspondence between you and the Body regarding your appeal;
 - Documentation authorizing you to act on behalf of another person (if applicable);
 - Court order or court documents relevant to your complaint, if any.
7. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

TO: The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoREG@justice.gov.za
Tel number: +27 (0) 10 023 5200

CAPACITY OF PERSON/PARTY LODGING A COMPLAINT

(Mark with an "X")

- Complainant personally
- Representative of complainant
- Third party

PREREQUISITES

Did you submit request (PAIA form) for access to record of a public/private body?	Yes		No	
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes		No	
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes		No	
Have you applied to Court for appropriate relief regarding this matter?	Yes		No	

FOR INFORMATION REGULATOR'S USE ONLY

Received by: (Full names)			
Position:			
Signature:			
Complaint accepted:	Yes		No
Reference Number:			
<i>Date stamp</i>			

Postal address	Facsimile	Other electronic communication (Please specify)

**PART A
PERSONAL INFORMATION OF COMPLAINANT**

Full names:			
Identity number:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		

**PART B
REPRESENTATIVE INFORMATION**

(Complete only if you will be represented. A Power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)

Full names of representative:			
Nature of representation:			
Identity number/Registration number:			
Postal Address:			

Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		
PART C			
THIRD PARTY INFORMATION			
<i>(Please attach letter of authorisation)</i>			
Type of body:	Private		Public
Name of *public/private body:			
Registration number (if any):			
Name, surname and title of person authorised to lodge complaint:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		
PART D			
BODY AGAINST WHICH THE COMPLAINT IS LODGED			
Type of body:	Private		Public
Name of *public/private body:			
Registration number (if any):			
Name, surname and title of person you dealt with at the public or private body to try to resolve your complaint or request to access of information:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		
Reference number given (if any):			
PART E			
COMPLAINT			
<i>Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public body for response and possible resolution; there are limited exceptions)</i>			

Date on which request for access to records submitted:			
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body:			
Have you attempted to resolve the matter with the organisation?		Yes	No
If yes, when did you receive it? (Please attach the letter to this application.)			
Did you appeal against a decision of the information officer of the public body?		Yes	No
If yes, when did you lodge an appeal?			
Have you applied to Court for appropriate relief regarding this matter?		Yes	No
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.			
PART F DETAILED TYPE OF ACCESS TO RECORDS			
<i>(Please select one or more of the following to describe your complaint to the Information Regulator)</i>			
Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>		
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>		
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A(2)(d)(i) or 77A(3)(b) of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>		
The body requires me to pay a fee and I feel it is excessive: (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed fee.</i>		
	<i>The tender or payment of a deposit.</i>		
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>		
Disagree with time extension: (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.</i>		
Form of access denied: (Section 29(3) or 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>		
Deemed refusal: (Section 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>		
	<i>Extension period has expired and no response was received.</i>		
Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonable been disclosed.</i>		

No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	
Partial access to record: (Section 28(2) or 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.</i>	
Fee waiver: (Section 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The Body decided to grant me access to the requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Other: (Please explain):		
PART G EXPECTED OUTCOME		
How do you think the Information Regulator can assist you? Describe the result or outcome that you seek.		
PART H AGREEMENTS		

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

- I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion of the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.
- The information in this Complaint Form is true to the best of my knowledge and belief.
- I authorize the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.

I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.

If any of my contact information changes during the complaint process, it is my responsibility to inform the Information Regulator; otherwise my complaint could experience a delay or even be closed.

Signed at _____ this _____ day of _____ 20 _____

Complainant/Representative/Authorised person of Third party

FORM 6
ACKNOWLEDGEMENT OF RECEIPT OF COMPLAINT
[Regulation 11(1)]

Note: Please use the undermentioned reference number in all future correspondence.

Reference number: _____

TO: _____

COMPLAINT LODGED		
Receipt of your complaint, regarding:		
Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	I have appealed against the decision of the public body and the appeal is unsuccessful.	
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A (d)(i) or 77A(3)(b) of PAIA)	I requested access to information held by a body and that request was refused or partially refused.	
The body requires me to pay a fee and I feel it is excessive: (Section 22 or 54 of PAIA)	Tender or payment of the prescribed request fee.	
	The tender or payment of a deposit.	
Repayment of the deposit: (Section 22(4) of PAIA)	The information officer refused to repay a deposit paid in respect of a request for access which is refused.	
Disagree with time extension:	The body decided to extend the time limit for responding to my request, and I disagree with the	

(Section 26 or 57 of PAIA)	<i>requested time limit extension or a time extension taken to respond to my access request.</i>	
Form of access denied: (Section 29(3) or 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Section 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>	
	<i>Extension period has expired and no response was received.</i>	
Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonable been disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	
Partial access to record: (Section 28(2) or 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.</i>	
Fee waiver: (Section 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The Body decided to grant me access to the requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Other: (Please explain):		

is hereby acknowledged. Kindly note that the complaint will be dealt with as follows:

- The Information Regulator will investigate the complaint further.
- The complaint will be referred to the Enforcement Committee.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

FORM 7
NOTIFICATION TO INFORMATION OFFICER
[Regulation 11(2)]

Note: Please use the undermentioned reference number in all future correspondence.

Reference number: _____

TO: _____

RE: COMPLAINT RECEIVED AND INTENTION TO INVESTIGATE

The following complaint was received from _____, identity number _____, on _____;

COMPLAINT LODGED		
Unsuccessful appeal: (Section 77A(2)(a) or 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A (d)(i) or 77A(3)(b) of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive: (Section 22 or 54 of PAIA)	<i>Tender or payment of the prescribed request fee.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension: (Section 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.</i>	
Form of access denied: (Section 29(3) or sections 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Section 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>	
	<i>Extension period has expired and no response was received.</i>	

Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonable been disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	
Partial access to record: (Section 28(2) of 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.</i>	
Fee waiver: (Section 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The Body decided to grant me access to the requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Other: (Please explain):		

You are hereby notified that the Information Regulator intends to investigate the matter. You are hereby requested to respond to the complaint and produce to the Information Regulator any information, item or document, on which your decision is based, within 20 working days after receipt of this notification.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

FORM 8
DEVELOPMENT AND OUTCOME OF INVESTIGATION
[Regulation 11(5)]

Reference number: _____

TO: _____

RE: COMPLAINT LODGED WITH REGARDS TO _____

Kindly note that:

- The investigation is ongoing.
- The following decision is taken:

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 9
SETTLEMENT MEETING
[Regulation 12(2)]**

Reference number: _____

TO: _____

RE: COMPLAINT LODGED WITH REGARDS TO: _____

KINDLY TAKE NOTE THAT:

- (a) It appears from the nature of the complaint and the response made in relation to the complaint, that it may be possible to secure a settlement between the parties concerned.
- (b) The Information Regulator has decided to act as facilitator in the matter.

YOU ARE HEREBY INVITED

to attend a conciliation meeting at *(place)* _____ on the _____ day of _____ 20____, at _____ *(time)* and on any subsequent date that may be required, regarding the above-mentioned matter.

Kindly confirm your attendance with the Information Regulator on/before _____.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 10
SETTLEMENT CERTIFICATE
[Regulation 12(4)]**

Reference Number: _____

IN THE MATTER BETWEEN

Full names	
Identity number	

Full names	
------------	--

Identity number	
-----------------	--

Full names	
Identity number	

Full names	
Identity number	

AND

Name of public/private body	
Name of information officer	

I, _____ in my capacity as facilitator in the matter between the above-mentioned parties,

HEREBY CERTIFY THAT:

The matter has been resolved, and the following settlement reached:

The matter has not been resolved, and will be referred back to the Information Regulator to be dealt with in terms of section 77C of the Act.

Signed at _____ this _____ day of _____ 20 _____

Facilitator

**FORM 11
CONCILIATION OF MATTER
[Regulation 13(2)]**

Reference number: _____

TO: _____

RE: COMPLAINT LODGED WITH REGARDS TO: _____

KINDLY TAKE NOTE THAT:

- (a) It appears from the nature of the complaint and the response made in relation to the complaint, that it may be possible to secure a settlement between the parties concerned.
- (b) The Information Regulator has decided to act as a conciliator in the matter.

YOU ARE HEREBY INVITED

to attend a conciliation meeting at *(place)* _____ on the _____ day of _____ 20____, at _____ *(time)* and on any subsequent date that may be required, regarding the above-mentioned matter.

Kindly confirm your attendance with the Information Regulator on/before _____.

Signed at _____ this _____ day of _____ 20 _____

Information Regulator

**FORM 12
CONCILIATION CERTIFICATE
[Regulation 13(5)]**

Reference Number: _____

IN THE MATTER BETWEEN

Full names	
Identity number	

Full names	
Identity number	

Full names	
Identity number	

Full names	
Identity number	

AND

Name of public/private body	
Name of information officer	

I, _____ in my capacity as conciliator in the matter between the above-mentioned parties,

HEREBY CERTIFY THAT:

The matter has been resolved, and the following settlement reached:

The matter has not been resolved, and will be referred back to the Information Regulator to be dealt with in terms of section 77C of the Act.

Signed at _____ this _____ day of _____ 20 _____

Conciliator

**FORM 13
REQUEST FOR ASSESSMENT
[Regulation 14(1)]**

TO: The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: inforeg@justice.gov.za
Tel number: +27 (0) 10 023 5200

I,

Full names:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular		

hereby in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), request that the Information Regulator assess whether the undermentioned public or private body generally complies with the provisions of the Act insofar as its policies and implementation procedures are concerned.

Name of private/public body:			
Postal Address:			
Street Address:			
E-mail Address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		

PARTICULARS OF INFORMATION TO BE ASSESSED

PERSONS AFFECTED BY THE RELEVANT INFORMATION PRACTICE/S

THE REASON WHY AN ASSESSMENT IS REQUESTED

TO: _____

The Information Regulator *was requested to conduct an assessment/ has on its own initiative decided to conduct an assessment, in terms of section 77H of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), and has, after taking all the relevant information into consideration, formed the undermentioned views:

VIEWS OF INFORMATION REGULATOR

The Information Regulator hereby wishes to confirm that it wishes to take no further action in this regard.

The Information Regulator hereby wishes to confirm that it wishes to take the following action in this regard:

Signed at _____ this _____ day of _____ 20 _____

 Information Regulator

ANNEXURE B FEES

Fees in Respect of Public Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	

Item	Description	Amount
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(iii) Flash drive (to be provided by requestor)	R40.00
	(iv) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(v) Flash drive (to be provided by requestor)	R40.00
	(vi) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any."

**WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (WET NO. 2 VAN 2000):
REGULASIES RAKENDE DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2021**

Ek, Ronald Ozzy Lamola, die Minister van Justisie en Korrektiewe Dienste, maak hierby kragtens artikel 92 van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), die regulasies in die Bylae.


R O LAMOLA, MP
MINISTER VAN JUSTISIE EN KORREKTIEWE DIENSTE

DATUM: 29/07/2021

**BYLAE
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ALGEMEEN**

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2. Verpligtinge van Inligtingsreguleerder
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16. Misdrywe en strawwe

17. Herroeping en oorgangsmatreëls
18. Kort titel

AANHANGSEL A

Vorm:

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2. Versoek om toegang tot rekord
3. Uitslag van versoek en gelde betaalbaar
4. Indiening van 'n interne appèl
5. Indiening van klagte
6. Erkenning van ontvangs van klagte
7. Kennisgewing aan inligtingsbeampte
8. Ontwikkeling en uitslag van ondersoek
9. Skikkingsvergadering
10. Skikkingsertifikaat
11. Bemiddeling van aangeleentheid
12. Bemiddelingsertifikaat
13. Versoek om 'n oudit
14. Kennisgewing van *versoek/Inligtingsreguleerder se eie besluit om 'n oudit te doen
15. Besluit oor doen van 'n oudit
16. Besluit oor oudit

AANHANGSEL B

Gelde

HOOFSTUK 1 ALGEMEEN

Woordomskrywing

1. In die Regulasies het enige woord of uitdrukking waaraan 'n betekenis in die Wet toegewys is, daardie betekenis en, tensy dit uit die samehang anders blyk, beteken—
"die Wet" die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000);
"klaer" by die toepassing van die Regulasies, 'n versoeker of 'n derde party soos in artikel 1 van die Wet omskryf;
"gids" die gids in artikel 10 van die Wet beoog;
"handtekening" sluit 'n handtekening beoog in artikel 13 van die Wet op Elektroniese Kommunikasies en Transaksies, 2002 (Wet No. 25 van 2002), in;
"inligtingsbeampte" by die toepassing van die Regulasies, ook die Hoof van 'n privaatliggaam, soos omskryf in artikel 1 van die Wet en kan 'n adjunk-inligtingsbeampte insluit, indien sodanig ingevolge artikel 17 van die Wet gedelegeer; en
"skrif" sluit in die vorm van 'n databoodskap en wat toeganklik is op 'n wyse wat vir latere verwysing bruikbaar is, soos beoog in artikel 12 van die Wet op Elektroniese Kommunikasies en Transaksies, 2002.

HOOFSTUK 2

BESKIKBAARHEID VAN GIDS

Verpligtinge van Inligtingsreguleerder

2. (1) Die Inligtingsreguleerder moet die gids in elk van die amptelike tale beskikbaar stel—

- (a) deur publikasie in die *Staatskoerant*;
- (b) by die Kantoor van die Inligtingsreguleerder, ter insae, tydens normale kantoorure;
- (c) op die webwerf van die Inligtingsreguleerder; en
- (d) aan die Direkteur-generaal van die Departement van Regeringskommunikasie-en-Inligtingstelsels.

(2) Die Inligtingsreguleerder moet, op skriftelike versoek van 'n persoon, op 'n vorm wat wesenlik dieselfde is as Vorm 1 van Aanhangsel A van die Regulasies, die getal kopieë van die gids in die amptelike tale soos versoek, beskikbaar stel.

(3) Die Inligtingsreguleerder kan nie enige gelde hef nie vir—

- (a) 'n kopie van die gids ingevolge subregulasie (2) beskikbaar gestel; of
- (b) insae van 'n kopie van die gids by die kantoor van die Inligtingsreguleerder.

Verpligtinge van inligtingsbeampte

3. (1) 'n Inligtingsbeampte moet toesien dat 'n afskrif van die Gids, in ten minste twee van die amptelike tale, by sy of haar geregistreerde hoofkantoor, vir insae deur die publiek tydens normale kantoorure, is.

(2) Die Inligtingsbeampte moet, op skriftelike versoek van 'n persoon, op 'n vorm wat wesenlik dieselfde is as Vorm 1 van Aanhangsel A van die Regulasies, die getal kopieë van die gids in die amptelike tale soos versoek, beskikbaar stel.

(3) Die Inligtingsbeampte kan nie enige gelde hef nie vir—

- (a) 'n kopie van die gids ingevolge subregulasie (2) beskikbaar gestel; of
- (b) insae van 'n kopie van die gids by die kantoor van die Inligtingsbeampte.

HOOFSTUK 3 TOEGANG TOT INLIGTING

Outomatiese beskikbaarheid van sekere rekords van openbare liggaam

4. (1) Die inligtingsbeampte van 'n openbare liggaam moet 'n beskrywing opstel en hou van die kategorieë van rekords beoog in artikel 15(1)(a) van die Wet wat outomaties beskikbaar is sonder dat 'n versoeker 'n versoek om toegang daartoe moet rig.

(2) Die beskrywing beoog in subregulasie (1), moet so gou doenlik nadat enige 'n wysiging tot die beskrywing gemaak word, bygewerk word.

(3) Die beskrywing moet beskikbaar gestel word—

- (a) aan die Inligtingsreguleerder;
- (b) op die webwerf van die openbare liggaam; en
- (c) ter insae by die hoofkantoor van 'n betrokke openbare liggaam tydens normale kantoorure.

(4) 'n Versoeker kan 'n kopie van 'n rekord bedoel in subregulasie (1) aanvra en moet van sodanige kopie voorsien word, by betaling van die gelde vir reproduksie soos in items 2 tot 8 van Aanhangsel B by die Regulasies voor voorsiening gemaak is.

Vrywillige openbaarmaking en outomatiese beskikbaarheid van sekere rekords van privaatliggame

5. (1) Die Hoof van 'n privaatliggam kan 'n beskrywing opstel en byhou van die kategorieë van rekords beoog in artikel 52(1)(a) van die Wet wat—

- (a) vrywillig openbaar gemaak word; of
- (b) outomaties beskikbaar is sonder dat 'n versoeker 'n versoek om toegang daartoe moet rig.

(2) Indien 'n beskrywing in subregulasie (1) beoog opgestel en bygehou is, moet dit—

- (a) so gou doenlik nadat enige 'n wysiging tot die beskrywing gemaak word, bygewerk word; en
- (b) beskikbaar gestel word—
 - (i) aan die Inligtingsreguleerder;
 - (ii) op die webwerf van die privaatliggam; en
 - (iii) ter insae by die geregistreerde hoofkantore van 'n betrokke privaatliggam tydens normale kantoorure.

(3) 'n Versoeker kan 'n versoek om kopie van 'n rekord bedoel in subregulasie (1) rig en moet van sodanige kopie voorsien word by betaling van die gelde vir reproduksie, soos wat in items 2 tot 8 van Aanhangsel B tot die Regulasies voor voorsiening gemaak is.

Beskikbaarheid van rekords van politieke partye

6. Die rekords beoog in artikel 52A(1)(b) van die Wet moet ter insae beskikbaar wees—

- (a) vanaf Maandag tot Vrydag, openbare vakansiedae uitgesluit, vanaf 8h00 tot 16h00 by die fisieke sakeadres van 'n politieke party; en
- (b) elektronies op die webwerf van die politieke party, indien daardie politieke party 'n webwerf het.

Versoek om toegang tot inligting

7. (1) 'n Versoek om toegang tot 'n rekord soos beoog in artikel 18(1) of 53(1) van die Wet, moet aan die inligtingsbeampte gerig word op 'n vorm wat weselik dieselfde is as Vorm 2 van Aanhangsel A by die Regulasies.

(2) Die inligtingsbeampte moet—

- (a) 'n versoeker met enige versoek ten opsigte van 'n versoek om inligting, bystaan; en
- (b) indien 'n versoek om toegang tot 'n rekord mondelings gerig word weens ongeletterdheid of 'n gebrek van 'n versoeker, Vorm 2 van Aanhangsel A tot die Regulasies namens die versoeker invul en 'n kopie daarvan aan die versoeker voorsien, soos in artikel 18(3) van die Wet beoog.

(3) Die versoekgeld wat betaalbaar is deur enige versoeker soos in artikel 22(1) of 54(1) van die Wet bedoel is in item 1 van Aanhangsel B tot die Regulasies voorgeskryf.

Uitslag van versoek en van gelde betaalbaar

8. (1) Die inligtingsbeampte moet, as 'n versoek om toegang tot 'n rekord in regulasie 7 van die Regulasies bedoel, toegestaan of geweier word, die versoeker verwittig van—

(a) sy of haar besluit; en

(b) die gelde betaalbaar soos in Aanhangsel B voor voorsiening gemaak, op 'n vorm wat wesenlik dieselfde is as Vorm 3 van Aanhangsel A by die Regulasies: Met dien verstande dat 'n versoek om 'n kopie van die gids nie geweier mag word nie.

(2) 'n Persoon wat—

(a) 'n kopie van 'n rekord in regulasie 4 of 5 van die Regulasies beoog; of

(b) toegang tot 'n rekord soos in regulasie 7 van die Regulasies beoog, kan die geld vir reproduksie en posgeld, soos voorgeskryf in Bylae B van die Regulasies, gevra word, indien die versoek toegestaan word.

(3) Indien—

(a) die soektog na 'n rekord ten opsigte van 'n versoek om toegang; en

(b) die voorbereiding van die rekord vir openbaarmaking, met inbegrip van enige reëlings beoog in artikel 29(2)(a) en (b)(i) en (ii)(aa) van die Wet,

na mening van die inligtingsbeampte, meer as ses uur sal vat, moet die inligtingsbeampte op 'n vorm wat wesenlik dieselfde is as Vorm 3 van Aanhangsel A by die Regulasies, die versoeker verwittig om 'n deel van die toegangsgelde van die rekordgelde, soos uiteengesit in Aanhangsel B van die Regulasies, as 'n deposito te betaal: Met dien verstande dat die bedrag betaalbaar as 'n deposito, nie een derde van die betaalbare bedrag moet oorskry nie, indien die versoek toegestaan word.

(4) Die gelde betaalbaar vir die soektog en voorbereiding van die rekord beoog by artikel 29(2)(a) en (b)(i) of 54(2)(a) en (b)(i) van die Wet is soos in item 9 van Aanhangsel B tot die Regulasies voorsiening voor gemaak word.

Interne appèl teen besluit van inligtingsbeampte van openbare liggaam

9. 'n Klaer kan 'n interne appèl teen 'n besluit van die inligtingsbeampte van 'n openbare liggaam soos beoog in artikel 75(1) van die Wet indien, op 'n vorm wat wesenlik dieselfde is as Vorm 4 van Aanhangsel A by die Regulasies.

HOOFSTUK 4 KLAGTES BY INLIGTINGSREGULEERDER

Indien van klagtes

10. 'n Klagte in artikel 77A van die Wet beoog, moet skriftelik op 'n vorm wat wesenlik dieselfde is as Vorm 5 van Aanhangsel A tot die Regulasies, by die Inligtingsreguleerder ingedien word.

Prosedure vir ondersoek van klagtes

11. (1) (a) By ontvangs van 'n klagte in artikel 77A van die Wet beoog, moet die Inligtingsreguleerder op 'n vorm wat wesenlik dieselfde as Vorm 6 van Aanhangsel A tot die Regulasies is, ontvangs van die klagte erken.

(b) Die Inligtingsreguleerder moet die klaer, soos in artikel 77E van die Wet beoog, inlig hetsy—

(i) die Inligtingsreguleerder die klagte verder sal ondersoek; of

(ii) die klagte na die Afdwingingskomitee, by artikel 50 van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013), ingestel, verwys sal word.

(2) As die Inligtingsreguleerder besluit om die klagte te ondersoek soos in artikel 77C(1)(a) van die Wet beoog, moet die Inligtingsreguleerder binne 20 werksdae na ontvangs van die klagte op 'n vorm wat wesenlik ooreenstem met Vorm 7 van Aanhangsel A tot die Regulasies—

(a) die klagte onder die aandag van die betrokke inligtingsbeampte bring;

(b) die betrokke inligtingsbeampte inlig van die Inligtingsreguleerder se voorneme om die klagte te ondersoek; en

(c) versoek dat die betrokke inligtingsbeampte op die klagte reageer en enige item of dokument waarop hy of sy die besluit gegrond het, te verstrek.

(3) Die betrokke inligtingsbeampte moet binne 20 werksdae na ontvangs van die klagte vanaf die Inligtingsreguleerder, skriftelik reageer op die klagte en enige item of dokument by die Inligtingsreguleerder indien, op die wyse wat die Inligtingsreguleerder versoek.

(4) Vir die doeleindes van die ondersoek, het die Inligtingsreguleerder al die bevoegdhede en werksaamhede soos in artikel 77G van die Wet bepaal.

(5) Die Inligtingsreguleerder moet, binne 'n redelike tyd vanaf die datum van die neem van 'n besluit of aksie—

(a) die klaer en die inligtingsbeampte en enige ander party tot die aangeleentheid, ingelig hou van die vordering met die ondersoek; en

(b) die klaer, die betrokke inligtingsbeampte en enige ander party tot die aangeleentheid, inlig oor die uitslae van die ondersoek,

op 'n vorm wat wesenlik dieselfde is as Vorm 8 tot Aanhangsel A by die Regulasies.

(6) Die Inligtingsreguleerder kan, tydens die ondersoek soos in subregulasie (1)(b) beoog, as dit voorkom dat die Afdwingingskomitee die klagte beter kan ondersoek, die klagte na die Afdwingingskomitee verwys, en moet die klaer skriftelik daarvan inlig.

Skikking van aangeleentheid

12. (1) As dit vanuit die klagte of uit enige skriftelike antwoord op die klagte—

(a) kragtens artikel 77E(b)(ii) van die Wet; of

(b) tydens 'n bemiddelingsvergadering,

blyk dat dit moontlik mag wees om 'n skikking tussen die partye te bereik, kan die Inligtingsreguleerder met die partye beraadslaag—

(i) persoonlik; of

(ii) deur elektroniese kommunikasie,

soos gepas geag om te poog om 'n skikking te bewerkstellig.

(2) As die Inligtingsreguleerder tydens die proses in subregulasie (1) bedoel, besluit om 'n skikkingsvergadering te belê, moet die Reguleerder, so gou as redelik moontlik, die partye op 'n vorm wat wesenlik dieselfde is as Vorm 9 van Aanhangsel A, inlig van die datum, tyd en plek van die skikkingsvergadering.

(3) Vir die doeleindes van skikkingsverrigtinge, het die Inligtingsreguleerder dieselfde bevoegdhede as 'n bemiddelaar in regulasies 13(3) en (4) van die Regulasies beoog.

(4) Die Inligtingsreguleerder moet 'n skikkingsertifikaat uitreik op 'n vorm wat wesenlik dieselfde is as Vorm 10 van Aanhangsel A tot die Regulasies, binne 'n redelike tyd na die datum van afhandeling van die skikkingsvergadering.

(5) Indien geen skikking bereik kan word nie of as enige een of albei partye nie 'n skikkingsvergadering wou bywoon nie, moet die Inligtingsreguleerder voortgaan met die aangeleentheid soos ingevolge artikel 77C van die Wet voor voorsiening gemaak.

Bemiddeling van aangeleentheid

13. (1) As dit—

- (a) by ontvangs van 'n klagte;
- (b) tydens die ondersoek van die klagte; of
- (c) by ontvangs van enige skriftelike antwoord vanaf die inligtingsbeampte van 'n openbare liggaam of die hoof van 'n privaatlighaam, ingevolge artikel 77E(b)(ii) van die Wet, vir die Inligtingsreguleerder duidelik word dat die klagte, of sekere aspekte van die klagte, suksesvol geskik kan word, kan die Inligtingsreguleerder bemiddelingsverrigtinge voer en as bemiddelaar in die aangeleentheid optree.

(2) Die Inligtingsreguleerder moet 'n bemiddelingsvergadering so gou as redelik moontlik belê en die klaer, die betrokke inligtingsbeampte of enige ander party tot die aangeleentheid, op 'n vorm wat wesenlik dieselfde as Vorm 11 van Aangangsel A tot die Regulasies is, inlig—

- (a) van die Inligtingsreguleerder se besluit om as bemiddelaar in die aangeleentheid op te tree;
- (b) van die naam van die bemiddelaar;
- (c) van die datum, wat ten minste 10 werksdae na hierdie kennisgewing moet wees, tyd en plek van die bemiddelingsvergadering; en
- (d) dat in die geval van niebywoning deur een of beide van die partye, die Inligtingsreguleerder persone kan dagvaar om voor die Inligtingsreguleerder te verskyn.

(3) Die Inligtingsreguleerder—

- (a) kan aparte klagtes konsolideer, wat na bewering verband hou met dieselfde aangeleentheid deur dieselfde inligtingsbeampte, ten einde die klagtes in dieselfde bemiddelingsvergaderings te hanteer;
- (b) moet verseker dat alle persone wat geregtig is om die bemiddelingsvergadering by te woon, betyds in kennis gestel word van die datum, tyd en plek van die vergadering;
- (c) kan al die tersaaklike dokumentasie oor die klagte van die klaer, inligtingsbeampte of enige ander party tot die aangeleentheid, aanvra;
- (d) kan persoonlik met die partye beraadslaag, per elektroniese kommunikasie, of per enige ander middele wat gepas geag word; en
- (e) kan—
 - (i) die partye aanmoedig om met mekaar te kommunikeer met die oog daarop om die aangeleentheid te skik;
 - (ii) die partye bystaan om die kwessies in geskil te verminder;
 - (iii) 'n aktiewe rol neem in die verrigtinge, met inbegrip van die opsomming van die verskeie opsies beskikbaar aan die partye en die sterk en swak punte van die aangeleentheid;
 - (iv) menings lig oor die kwessies van feitlike of regsgevalle tussen die partye;
 - (v) raad gee oor koste-implikasies en ander regsgevolge; en
 - (vi) enige voorstel aan die partye doen met die oog daarop om die aangeleentheid te skik.

(4) Waar 'n bemiddelingsvergadering nie plaasvind nie, moet die Inligtingsreguleerder reëlings tref vir 'n alternatiewe datum en die persone wat die reg het om die bemiddelingsvergadering by te woon, dienooreenkomstig in kennis stel.

(5) Die Inligtingsreguleerder moet 'n bemiddelingsertifikaat wat wesenlik dieselfde is as Vorm 12 van Aanhangel A by die Regulasies uitreik binne 'n redelike tyd na die datum van die afhandeling van die bemiddelingsvergadering.

(6) As die klagte nie opgelos word nie, of een van die of albei partye nie die bemiddelingsvergadering bygewoon het nie, moet die Inligtingsreguleerder met die klagte voortgaan soos in artikel 77C(1) van die Wet voor voorsiening gemaak.

Oudit

14. (1) 'n Versoek deur 'n inligtingsbeampte vir 'n oudit ingevolge artikel 77H(1) van die Wet, moet skriftelik by die Inligtingsreguleerder ingedien word op 'n vorm wat wesenlik dieselfde is as Vorm 13 van Aanhangel A by die Regulasies, saam met gestaafde redes vir die versoek.

(2) As die Inligtingsreguleerder 'n versoek om 'n oudit ingevolge subregulasie (1) ontvang of uit eie beweging besluit, om 'n oudit te doen soos beoog in artikel 77H(1) van die Wet, moet die Inligtingsreguleerder—

- (a) die openbare of privaatliggaam skriftelik op 'n vorm wat wesenlik dieselfde is as Vorm 14 van Aanhangel A, inlig van die versoek om 'n oudit wat ontvang is, of van sy of haar besluit om uit eie beweging 'n oudit te doen; en
- (b) versoek dat die openbare of privaatliggaam skriftelik antwoord, met gestaafde redes, waarom 'n oudit onnodig is, binne die tyd deur die Inligtingsreguleerder gespesifiseer.

(3) By ontvangs van enige antwoord en gestaafde redes waarom 'n oudit onnodig is, of nadat die datum in die kennisgewing gespesifiseer, verstryk het, hetsy 'n antwoord en gestaafde redes ontvang is al dan nie, moet die Inligtingsreguleerder—

- (a) besluit of 'n oudit gedoen sal word of nie; en
- (b) skriftelik—

(i) die openbare of privaatliggaam; en

(ii) as 'n versoek om oudit ontvang is, die persoon wat 'n oudit aangevra het, inlig op 'n vorm wat wesenlik dieselfde is as Vorm 15 van Aanhangel A tot die Regulasies, hetsy besluit is om 'n oudit te doen al dan nie, binne 'n redelike tyd vanaf die datum waarop die besluit geneem is.

(4) Die—

- (a) tydperk van oudit; en
- (b) wyse van oudit,

sal deur Inligtingsreguleerder van geval tot geval besluit word.

(5) Die Inligtingsreguleerder moet die volgende in ag neem wanneer 'n oudit gedoen word:

- (a) Die aard van die betrokke liggaam;
- (b) die dienste wat dit aan die publiek of 'n groep persone verskaf;
- (c) die doel van die inligting wat geoudit word;
- (d) die waarskynlike uitwerking van nienakoming, of van toekomstige of voortgesette nienakoming van die Wet deur die betrokke liggaam;
- (e) hetsy sodanige nienakoming voorheen gepleeg is;
- (f) hetsy die liggaam voorheen bewus gemaak is van die vroeëre of huidige nienakoming;
- (g) die stappe wat die liggaam gedoen het om aan die Wet te voldoen; en

(h) die doeltreffendste oplossing in die openbare belang om die nienakoming te herstel.

(6) By afhandeling van die oudit, moet die Inligtingsreguleerder 'n ouditverslag opstel wat in besonderhede bevindings en aanbevelings, indien enige, bevat.

(7) Indien die Inligtingsreguleerder bevind het dat die openbare of privaatliggaam nie aan die bepalings van die Wet voldoen nie, moet die Inligtingsreguleerder die aangeleentheid hanteer asof 'n klagte ingevolge artikel 77A by die Inligtingsreguleerder ingedien is.

(8) Die Inligtingsreguleerder moet—

(a) die openbare of privaatliggaam; en

(b) die persoon wat 'n oudit aangevra het, as 'n versoek ontvang is, van enige besluit wat geneem is, of stap wat gedoen is, of opinie wat gevorm is, inlig op 'n vorm wat wesenlik dieselfde is as Vorm 16 van Aanhangsel A tot die Regulasies, binne 'n redelike tyd vanaf die datum waarop die besluit geneem is of stap gedoen is of opinie gevorm is.

HOOFSTUK 5 DIVERSE

Elektroniese kommunikasie

15. Die bepalings van die Wet op Elektroniese Kommunikasies en Transaksies, 2002, is van toepassing op alle vorms, rekords of enige inligting wat elektronies kommunikeer word.

Misdrywe en strawwe

16. 'n Inligtingsbeampte wat opsetlike of op 'n gru nalatige wyse gelde hef anders as die gelde ingevolge die Regulasies voorgeskryf, is skuldig aan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete of met gevangenisstraf vir 'n tydperk van hoogstens twee jaar.

Herroeping en oorgangsmatreëls

17. (1) Die regulasies kragtens Goewermentskennisgewing No. R. 187 van 15 Februarie 2002, gepubliseer, soos gewysig deur Goewermentskennisgewings No's. R. 1244 van 22 September 2003, R. 990 van 13 Oktober 2006, R. 466 van 1 Junie 2007 en R. 307 van 1 April 2021, word hierby herroep.

(2) Enigiets kragtens 'n bepaling van 'n regulasie herroep deur subregulasie (1) gedoen en wat kragtens 'n bepaling van die Regulasies gedoen kon gewees het, word geag kragtens die latere bepaling gedoen te gewees het.

Kort titel

18. Die Regulasies heet die Regulasies rakende die Wet op Bevordering van Toegang tot Inligting, 2021.

AANHANGSEL A VORM 1 VERSOEK OM 'N KOPIE VAN DIE GIDS [Regulasies 2 en 3]

AAN: *Die Inligtingsreguleerder
Posbus 31533
Braamfontein,
2017

E-posadres: infoereg@justice.gov.za
 Telnommer: +27 (0) 10 023 5200

OF

*Die inligtingsbeampte

Ek,

Volle name:			
In my hoedanigheid as (merk met 'n "x"):	Inligtingsbeampte		Ander
Naam van *openbare/privaatliggaam (indien van toepassing)			
Posadres:			
Straatadres:			
E-posadres:			
Faks:			
Kontaknommers:	Tel.(B):		Sel:

versoek hierby die volgende kopie(ë) van die Gids:

Taal (merk met 'n "X")	Getal kopieë	Taal (merk met 'n "X")	Getal kopieë
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		Engels	
isiNdebele		isiXhosa	
isiZulu			

Wysse waarop afgehaal sal word (merk met 'n "x"):

Persoonlike afhaling	Posadres	Faks	Elektroniese kommunikasie (Spesifiseer asb.)

Geteken te _____ op hede die _____ dag van _____ 20

 Handtekening van versoeker

*Skrap wat nie van toepassing is nie

VORM 2
VERSOEK OM TOEGANG TOT REKORD
 [Regulasie 7]

Let wel:

1. Bewys van identiteit moet deur versoeker aangeheg word.
2. Indien versoeke namens iemand anders gemaak word, moet bewys van sodanige magtiging by hierdie vorm aangeheg word.

AAN: Die inligtingsbeampte

(Adres)

E-posadres: _____

Faksnommer: _____

Merk met 'n "X"

Versoek word in my eie naam gerig

Versoek word namens iemand anders gerig.

PERSOONLIKE INLIGTING			
Volle name:			
Identiteitsnommer:			
Hoedanigheid waarin versoek gerig word (wanneer dit namens iemand anders gerig word):			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknommers:	Tel. (B):		Faks:
	Selfoon:		
Volle name van persoon namens wie die versoek gerig word (indien van toepassing):			
Identiteitsnommer:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknommers:	Tel. (B):		Faks:
	Selfoon:		
BESONDERHEDE VAN REKORD WAAROM AANVRAAG GEDOEN IS			
<i>Voorsien volle besonderhede van die rekord waartoe toegang aangevra word, met inbegrip van die verwysingsnommer as dit aan u bekend is, sodat die rekord opgespoor kan word. (As die spasie wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy voort en heg dit by hierdie vorm aan. Alle bykomende bladsye moet onderteken wees.)</i>			
Beskrywing van rekord of relevante deel van die rekord:			
Verwysingsnommer, indien beskikbaar:			
Enige verdere besonderhede van rekord:			

SOORT REKORD (Merk die toepaslike boks met 'n "X")	
Rekord is in geskrewe of gedrukte vorm	
Rekord bestaan uit virtuele beelde (dit sluit in foto's, skyfies, video-opnames, rekenaargegenereerdebeelde, sketse, ens.)	
Rekord bestaan uit opgeneemde woorde of inligting wat in klank herproduseer kan word	
Rekord word op 'n rekenaar of in 'n elektroniese of masjienleesbare vorm gehou	
VORM VAN TOEGANG (Merk die toepaslike boks met 'n "X")	
Gedrukte kopie van rekord (met inbegrip van kopieë van enige virtuele beelde, transkripsies en inligting gehou op rekenaar of 'n elektroniese of masjienleesbare vorm)	
Geskrewe of gedrukte transkripsie van virtuele beelde (dit sluit foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens. in)	
Transkripsie van klankbaan (geskrewe of gedrukte dokument)	
Kopie van rekord op 'n geheuestokkie (insluitend virtuele beelde en klankbane)	
Kopie van rekord op kompakte skyf (insluitend virtuele beelde en klankbane)	
Kopie van rekord op wolk stoorarea bediener bewaar	
WYSE VAN TOEGANG (Merk die toepaslike boks met 'n "X")	
Persoonlike insae in rekord by geregistreerde adres van openbare/privaatliggaam (insluitend om na opgeneemde woorde te luister, inligting wat in klank herproduseer kan word, of inligting wat op 'n rekenaar of in 'n elektroniese of masjienleesbare vorm gehou word)	
Pos na posadres	
Pos na straatadres	
Koerierdiens na straatadres	
Faks van inligting in skriftelike of gedrukte formaat (insluitend transkripsies)	
E-pos van inligting (insluitend klankbane, indien moontlik)	
Wolk deel/leër oordrag	
Voorkeurtaal: (Let wel dat indien die rekord nie in u voorkeurtaal beskikbaar is nie, toegang gegee kan word in die taal waarin die rekord beskikbaar is)	
BESONDERHEDE VAN REG WAT UITGEOEFEN OF BESKERM STAAN TE WORD As die spasie wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy voort en heg dit by hierdie vorm aan. Die versoeker moet al die bykomende bladsye onderteken.	
Dui aan watter reg uitgeoefen of beskerm staan te word:	
Verduidelik hoekom die rekord wat aangevra word vir die uitoefening of beskerming van die bogenoemde reg benodig word:	
GELDE	
a)	'n Versoekgeld moet betaal word alvorens die versoek oorweeg sal word.
b)	U sal in kennis gestel word oor die bedrag wat as toegangsgelde betaal moet word.
c)	Die gelde betaalbaar vir toegang tot 'n rekord hang af van die vorm waarin toegang vereis word en die redelike tyd wat vereis word om na 'n rekord te soek en dit voor te berei.
d)	As u vir vrystelling van die betaling van enige gelde kwalifiseer, stel asseblief die rede vir vrystelling
Rede:	

U sal skriftelik in kennis gestel word of u versoek goedgekeur of afgekeur is en, indien goedgekeur, die kostes in verband met u versoek, indien enige. Dui asseblief die wyse waarop u korrespondensie wil ontvang aan:

Posadres	Faks	Elektroniese koomunikasie (Spesifiseer asb.)

Geteken te _____ op hede die _____ dag van _____ 20 _____

Handtekening van versoeker / persoon namens wie versoek gerig word

VIR AMPTELIKE GEBRUIK

Verwysingsnommer:	
Versoek ontvang deur: (stel rang, naam en van van inligtingsbeampte)	
Datum ontvang:	
Toegangsgelde:	
Deposito (indien enige):	

Handtekening van inligtingsbeampte

VORM 3
UITSLAG VAN VERSOEK EN GELDE BETAALBAAR
[Regulasie 8]

Let wel:

- As u versoek toegestaan word—
 - is die deposito (indien enige), betaalbaar voordat u versoek verwerk word; en
 - sal die aangevraagde rekord/gedeelte van die rekord, slegs vrygestel word sodra bewys van volle betaling ontvang is.
- Gebruik asseblief die verwysingsnommer hieronder in alle toekomstige korrespondensie.

AAN: _____

Verwysingsnommer: _____

U versoek gedateer _____, het betrekking.

1. U het gevra vir:

Persoonlike insae in inligting by geregisteerde adres van openbare/privaatliggaam (insluitend om te luister na opgeneemde woorde, inligting wat in klank herproduseer kan word, of inligting wat op rekenaar of in 'n elektroniese of masjienleesbare vorm gehou word) wat gratis is. U moet 'n afspraak maak vir die insae in die inligting en moet hierdie Vorm saam met u bring. As

u dan enige vorm van reproduksie van die inligting vereis, sal u aanspreeklik wees vir die gelde in Aanhangsel B voorgeskryf.	
---	--

OF

2. U het gevra vir:

Gedrukte kopieë van die inligting (<i>insluitend om te luister na opgeneemde woorde, inligting wat in klank herproduseer kan word, of inligting wat op rekenaar of in 'n elektroniese of masjienleesbare vorm gehou word</i>)	
---	--

Skriftelike of gedrukte transkripsie van virtuele beelde (<i>insluitend foto's, skyfies, video-opnames, rekenaargegenereerde beelde, sketse, ens.</i>)	
--	--

Transkripsie van klankbaan (<i>geskrewe of gedrukte dokument</i>)	
---	--

Kopie van inligting op geheuestokkie (<i>insluitend virtuele beelde en klankbane</i>)	
---	--

Kopie van inligting op kompakskyf (<i>insluitend virtuele beelde en klankbane</i>)	
--	--

Kopie van rekord op wolk stoorarea bediener bewaar	
--	--

3. Moet voorgelê word:

Posdienste na posadres	
------------------------	--

Posdienste na straatadres	
---------------------------	--

Koerierdiens na straatadres	
-----------------------------	--

Faks van inligting in geskrewe of gedrukte formaat (<i>insluitend transkripsies</i>)	
--	--

E-pos van inligting (<i>insluitend klankbane indien moontlik</i>)	
---	--

Wolk deel/leër oordrag	
------------------------	--

Voorkeurtaal:	
---------------	--

(<i>Let wel dat indien die rekord nie in u voorkeurtaal beskikbaar is nie, toegang gegee kan word in die taal waarin die rekord beskikbaar is</i>)	
--	--

Geliewe kennis te neem dat u versoek:

Goedgekeur is

Geweier is, om die volgende redes:

4. Gelde betaalbaar vir u versoek:

Item	Koste per A4-grootte bladsy of deel daarvan/item	Getal bladsye/items	Totaal
Fotokopie			
Gedrukte afskrif			
Afskrif in 'n rekenaarleesbare vorm op:			
(i) Geheuestokkie <ul style="list-style-type: none"> • deur versoeker voorsien te word 	R40.00		
(ii) Kompakskyf <ul style="list-style-type: none"> • Indien deur versoeker verskaf 	R40.00		

• Indien aan versoeker verskaf	R60.00		
Transkripsie van visuele beelde	Diens sal uitbestee word. Sal afhang van kwotasie van diensverskaffer.		
Kopie van visuele beelde			
Transkripsie van 'n oudiorekord			
Kopie van 'n oudiorekord, per A4-grootte	R24.00		
Kopie van 'n oudiorekord	R40.00		
(i) Geheuestokkie			
• Indien deur versoeker verskaf			
(ii) Kompakskyf	R40.00		
• Indien deur versoeker verskaf	R60.00		
• Indien aan versoeker verskaf			
Posgeld, e-pos of enige ander elektroniese oordrag:	Werklike koste		
TOTAAL:			

5. Deposito betaalbaar (as soektog meer as ses uur duur):

Ja

Nee

Ure gesoek		Bedrag van deposito (bereken op een derde van totale bedrag per versoek)	
------------	--	---	--

Die bedrag moet in die volgende bankrekening inbetaal word:

Naam van bank: _____
 Naam van rekeninghouer: _____
 Soort rekening: _____
 Rekeningnommer: _____
 Takkode: _____
 Verwysingsnommer: _____
 Lê bewys van betaling voor aan: _____

Geteken te _____ op hede hierdie _____ dag van _____ 20____

 Inligtingsbeampte

VORM 4
INDIENING VAN 'N INTERNE APPÈL
 [Regulasie 9]

Verwysingsnommer: _____

BESONDERHEDE VAN OPENBARE LIGGAAM			
Naam van openbare liggaam:			
Naam en van van inligtingsbeampte:			
BESONDERHEDE VAN KLAER WAT DIE INTERNE APPÈL INDIEN			
Volle name:			
Identiteitsnommer:			
Posadres:			
Kontaknommers:	Tel. (B):		Faks:
	Selfoon:		
E-posadres:			
Word die interne appèl namens iemand anders ingedien?		Ja	Nee
Indien "ja", die hoedanigheid waarin 'n interne appèl namens iemand anders ingedien word: <i>(Bewys van die kapasiteit waarin die appèl ingedien word, indien van toepassing, moet aangeheg word.)</i>			
BESONDERHEDE VAN PERSOON NAMENS WIE DIE INTERNE APPÈL INGEDIEN WORD (As deur 'n derde party ingedien)			
Volle name:			
Identiteitsnommer:			
Posadres:			
Kontaknommers:	Tel. (B):		Faks:
	Selfoon:		
E-posadres:			
BESLUIT WAARTEEN DIE INTERNE APPÈL INGEDIEN WORD <i>(merk die gepaste boksie met 'n "X")</i>			
Weiering van versoek om toegang:			
Besluit aangaande gelde ingevolge artikel 22 van die Wet voorgeskryf:			
Besluit aangaande die verlenging van die tydperk waarbinne die versoek ingevolge artikel 26(1) van die Wet hanteer moet word:			
Besluit ingevolge artikel 29(3) van die Wet om toegang in die vorm deur die versoeker aangevra, te weier:			
Besluit om versoek om toegang toe te staan:			
GRONDE VIR APPÈL <i>(As die spasie wat voorsien word, onvoldoende is, gaan asseblief op 'n aparte bladsy voort en heg dit by hierdie vorm aan. Alle bykomende bladsye moet onderteken wees.)</i>			
Stel die gronde waarop die interne appèl gebaseer is:			
Stel enige ander inligting wat by die oorweging van die appèl relevant kan wees:			

U sal skriftelik in kennis gestel word oor die besluit oor u interne appèl. Dui asseblief aan hoe u in kennis gestel wil word:

Posadres	Faks	Elektroniese kommunikasie (Dui aan asseblief)

Geteken te _____ op hede die _____ dag van _____ 20

Handtekening van appellant/Derde party

**VIR AMPTELIKE GEBRUIK
AMPTELIKE REKORD VAN INTERNE APPÈL**

Appèl ontvang deur: (stel rang, naam en van van inligtingsbeampte)							
Datum ontvang:							
Appèl vergesel van die redes vir die inligtingsbeampte se besluit en, waar van toepassing, die besonderhede van enige derde party waarmee die rekord verband hou, deur die inligtingsbeampte voorgelê:			<table border="1"> <tr> <td>Ja</td> <td></td> </tr> <tr> <td>Nee</td> <td></td> </tr> </table>	Ja		Nee	
Ja							
Nee							
RESULTAAT VAN APPÈL							
Weiering van versoek om toegang. Bekragtig?	Ja		Nuwe besluit (indien nie bekragtig nie)				
	Nee						
Gelde (Art 22). Bekragtig?	Ja		Nuwe besluit (indien nie bekragtig nie)				
	Nee						
Verlenging (Art 26(1)). Bekragtig?	Ja		Nuwe besluit (indien nie bekragtig nie)				
	Nee						
Toegang (Art 29(3)). Bekragtig?	Ja		Nuwe besluit (indien nie bekragtig nie)				
	Nee						
Versoek om toegang toegestaan. Bekragtig?	Ja		Nuwe besluit (indien nie bekragtig nie)				
	Nee						

Geteken te _____ op hede die _____ dag van _____ 20

Tersaaklike owerheid

VORM 5
INDIENING VAN KLAGTE
[Regulasie 10]

Let wel:

1. Hierdie vorm is ontwerp om die Versoeker (hierna "die Klaer" genoem) by te staan in die aanvra van 'n hersiening van 'n openbare of privaatligmaam se antwoord of nalate om te antwoord op 'n versoek om toegang tot rekords kragtens die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000) ("BTI-wet"). Vul asseblief hierdie vorm in en stuur dit aan die Inligtingsreguleerder ("Reguleerder") of voltooi die aanlyn klagteform beskikbaar by <https://www.justice.gov.za/inforeg/>.
2. Die BTI-wet gee die publiek 'n reg om 'n klagte by die Reguleerder in te dien oor enige van die aard van klagtes in deel E van hierdie klagteform uiteengesit.
3. Dit is die Reguleerder se beleid om 'n ondersoek uit te stel of 'n klagte te verwerp as die Klaer nie eers die openbare of privaatligmaam (hierna "die Liggaam" genoem) 'n geleentheid gegun het om te reageer op en te probeer om die kwessie op te los nie. Om die Liggaam te help om u bekommernisse te hanteer voordat die Reguleerder genader word, moet u die voorgeskrewe BTI-wet vorm invul en dit aan die Liggaam voorlê.
4. 'n Afskrif van hierdie vorm sal aan die Liggaam wat die onderwerp van u klagte is, voorsien word. Die inligting wat u op hierdie vorm voorsien, by hierdie vorm aanheg of later voorsien, sal slegs gebruik word om te probeer om u geskil op te los, tensy andersins hierin gestel.
5. Die Reguleerder sal slegs u klagte aanvaar sodra u bevestig dat u aan die volgende voorvereistes voldoen het.
6. Heg asseblief afskrifte van die volgende dokumente aan, as u hulle het:
 - Kopie van die vorm aan die organisasie waarin u versoek om toegang tot rekords gerig is;
 - Die organisasie se antwoord op u klagte of versoek om toegang;
 - Enige ander korrespondensie tussen u en die organisasie aangaande u versoek;
 - Afskrif van die appélvorm, as u klagte met 'n openbare liggaam verband hou;
 - Die organisasie se antwoord op u appél;
 - Enige ander korrespondensie tussen u en die organisasie oor u appél;
 - Dokumentasie wat u magtig om namens iemand anders te handel (indien van toepassing);
 - Hofbevel of hofdokumente relevant tot u klagte, indien enige.
7. As die spasie in hierdie Vorm voorsien, nie genoeg is nie, dien inligting as 'n aanhangsel by hierdie Vorm in en onderteken elke bladsy.

AAN: Die Inligtingsreguleerder
Posbus 31533
Braamfontein,
2017
E-posadres: inforeg@justice.gov.za
Tel no.: +27 (0) 10 023 5200

KAPASITEIT VAN PERSOON/PARTY WAT KLAGTE INDIEN
(Merk met 'n "X")

Klaer persoonlik

Verteenwoordiger van klaer

Derde party

VOORVEREISTES			
Het u 'n versoek (BTI-wet vorm) vir toegang tot 'n rekord van 'n openbare/privaatliggaam ingedien?	Ja		Nee
Het 30 dae verstryk vanaf die datum waarop u u BTI-vorm ingedien het?	Ja		Nee
Het u al die interne appèlprosedures teen 'n besluit van die inligtingsbeampte van 'n openbare liggaam uitgeput?	Ja		Nee
Het u by die Hof aansoek gedoen om gepaste regshulp aangaande hierdie aangeleentheid?	Ja		Nee

SLEGS VIR REGULEERDER SE GEBRUIK			
Ontvang deur: (Volle name)			
Posisie:			
Handtekening:			
Klagte aanvaar:	Ja		Nee
Verwysingsnommer:			
<i>Datumstempel</i>			

Posadres	Faks	Ander elektroniese kommunikasie (Dui asb. aan)

DEEL A PERSOONLIKE INLIGTING VAN KLAER			
Volle name:			
Identiteitsnommer:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknommers:	Tel. (B):		Faks
	Selfoon		

DEEL B INLIGTING VAN VERTEENWOORDIGER			
<i>(Vul slegs in as u verteenwoordig sal word. 'n Prokurasie moet aangeheg wees as 'n die klaer verteenwoordig word is, in gebreke waarvan die klagte afgewys sal word)</i>			
Volle name van verteenwoordiger:			
Aard van verteenwoordiging:			
Identiteitsnommer/Registrasienommer:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknommers:	Tel. (B):		Faks
	Selfoon:		
DEEL C INLIGTING VAN DERDE PARTY			
<i>(Heg asb. 'n magtigingsbrief aan)</i>			
Tipe liggaam:	Privaat		Openbaar

Naam van *openbare/privaatliggaam:			
Registrasienuommer (indien enige):			
Naam, van en titel van persoon gemagtig om klagte in te dien:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknummers:	Tel. (B):		Faks:
	Selluler:		
DEEL D			
ORGANISASIE WAARTEEN DIE KLAGTE INGEDIEN WORD			
Soort liggaam:	Privaat		Openbaar
Naam van *openbare/ privaatliggaam:			
Registrasienuommer (indien enige):			
Naam, van en titel van persoon by die openbare of privaatliggaam met wie u gewerk het om te probeer om u klagte of versoek om toegang tot inligting op te los:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknummers:	Tel. (B):		Faks
	Selfoon		
Verwysingsnummer gegee (indien enige)			
DEEL E			
KLAGTE			
<i>Vertel ons van die stappe wat u geneem het om u klagte te probeer oplos (Klagtes moet eers regstreeks by die openbare liggaam vir antwoord en moontlike oplossing ingedien word; daar is beperkte uitsonderings)</i>			
Datum waarop versoek om toegang tot rekords ingedien is:			
Spesifiseer asseblief die aard van die reg(te) wat uitgeoefen of beskerm moet word, as 'n klagte teen 'n privaatlgaam is:			
Het u probeer om die aangeleentheid met die organisasie op te los?	Ja		Nee
Indien ja, wanneer het u dit ontvang? (Heg asseblief die brief by hierdie aansoek aan.)			

Het u teen 'n besluit van die inligtingsbeampte van die openbare liggaam geappelleer?	Ja	Nee
Indien ja, wanneer het u 'n appèl ingedien?		
Het u by die hof aansoek gedoen om gepaste regshulp aangaande hierdie aangeleentheid?	Ja	Nee
Indien ja, dui asseblief aan wanneer die aangeleentheid deur die hof bereg is? Heg asseblief 'n hofbevel, as daar een is, aan.		
DEEL F		
UITVOERIGE SOORT TOEGANG TOT REKORDS		
<i>(Kies asseblief een of meer van die volgende om u klagte aan die Reguleerder te verduidelik)</i>		
Onsuksesvolle appèl: (Artikel 77A(2)(a) of artikel 77A(3)(a) van BTI-wet)	<i>Ek het teen die besluit van die openbare liggaam geappelleer en die appèl was onsuksesvol.</i>	
Onsuksesvolle aansoek om kondonاسie: (Artikels 77A(2)(b) en 75(2) van BTI-wet)	<i>Ek het my appèl teen die besluit van die openbare liggaam laat ingedien en het om kondonاسie aansoek gedoen. Die aansoek om kondonاسie is van die hand gewys.</i>	
Weiering van 'n versoek om toegang: (Artikel 77A(2)(c)(i) of 77A(2)(d)(i) of 77A(3)(b) van BTI-wet)	<i>Ek het toegang tot inligting gehou deur 'n liggaam versoek en daardie versoek is geweier of gedeeltelik geweier.</i>	
Die liggaam vereis dat ek gelde betaal en ek voel dit is buitensporig: (Artikels 22 of 54 van BTI-wet)	<i>Aanbied of betaling van die voorgeskrewe gelde.</i>	
	<i>Die aanbod of betaling van 'n deposito.</i>	
Terugbetaling van die deposito: (Artikel 22(4) van BTI-wet)	<i>Die inligtingsbeampte het geweier om 'n deposito ten opsigte van 'n aansoek om toegang wat geweier is, terug te betaal.</i>	
Stem nie saam met tydverlenging nie: (Artikel 26 of 57 van BTI-wet)	<i>Die liggaam het besluit om die tydsbeperking op 'n antwoord op my versoek te verleng, en ek stem nie saam met die aangevraagde tydsbeperkingverlenging nie of 'n tydverlenging wat geneem is om op my versoek om toegang te reageer, is onvanpas.</i>	
Vorm van toegang is geweier: (Artikel 29(3) of 60(a) van BTI-wet)	<i>Ek het toegang in 'n bepaalde en redelike vorm versoek en sodanige vorm van toegang is geweier.</i>	
Geagte weiering: (Artikel 27 of 58 van BTI-wet)	<i>Dit is al meer as 30 dae sedert ek my versoek gemaak het en ek het nie 'n besluit ontvang nie. Geen antwoord is ontvang nie en geen verlenging is geneem nie.</i>	
	<i>Verlengingstydperk het verstryk en geen antwoord is ontvang nie.</i>	
Onvanpaste openbaarmaking van 'n rekord: (Verpligte gronde vir weiering van toegang tot rekord)	<i>Rekords (wat onderhewig is aan die gronde vir weiering van toegang tot rekords) is onvanpas of onredelik openbaar gemaak.</i>	
Geen voldoende redes vir die weiering van	<i>My versoek om toegang is geweier, en 'n liggaam het nie geldige of voldoende</i>	

toegang nie: (Artikel 56(3)(a) van BTI-wet)	<i>redes vir die weiering gegee nie, met inbegrip van die bepalinge van hierdie Wet waarop staatgemaak is.</i>	
Gedeeltelike toegang tot rekord: (Artikel 28(2) of 59(2) van BTI-wet)	<i>Die liggaam het toegang tot deel van die aangevraagde rekords toegestaan en ek voel meer daarvan moet openbaar gemaak word.</i>	
Kwytskelding van gelde: (Artikel 22(8) of 54(8) van BTI-wet)	<i>Ek is vrygestel van die betaling van enige gelde en die liggaam het geweier om my versoek om kwytskelding van die gelde toe te staan.</i>	
Rekords wat nie opgespoor kan word of wat nie bestaan nie: (Artikel 23 of 55 van BTI-wet)	<i>Die liggaam het aangedui dat sommige of al die aangevraagde rekords nie bestaan nie en ek glo dat meer rekords wel bestaan.</i>	
Versuim om rekords openbaar te maak:	<i>Die liggaam het besluit om my toegang tot aangevraagde rekords te gee, maar ek het hulle nie ontvang nie.</i>	
Geen regsbevoegdheid nie (uitoefening of beskerming van enige regte): (Artikel 50(1)(a) van BTI-wet)	<i>Die liggaam het aangedui dat die aangevraagde rekords van die BTI-wet uitgesluit is en ek stem nie saam nie.</i>	
Beuselagtige of ergerlike versoek: (Artikel 45 van BTI-wet)	<i>Die liggaam het aangedui dat my versoek klaarblyklik beuselagtig of ergerlik is en ek stem nie saam nie.</i>	
Ander: (Verduidelik asseblief):		
DEEL G		
VERWAGTE UITSLAG		
Hoe dink u kan die Reguleerder u bystaan? Beskryf die resultaat of uitslag wat u verlang.		
DEEL H		
OOREENKOMSTE		

Die regsgrondslag vir die volgende ooreenkomste word verduidelik in die Privaatheidkennisgewing oor hoe om u klagtedokument in te dien. Om die Reguleerder in staat te stel om u klagte te verwerk, moet u elkeen van die boksies hieronder aftik om aan te dui dat u toestem:

- Ek stem toe dat die Reguleerder inligting wat in my klagte voorsien is, mag gebruik in die navorsing van kwessies aangaande die reg op toegang tot inligting asook die beskerming van die reg op privaatheid in Suid-Afrika. Ek verstaan die Reguleerder sal nooit my persoonlike of ander identifiserende inligting in enige openbare verslag insluit nie, en dat my persoonlike inligting steeds ingevolge die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013), beskerm word. Ek verstaan dat as ek nie instem nie, die Reguleerder steeds my klagte sal verwerk.
- Die inligting in hierdie Klagteform is tot die beste van my wete en oortuiging, waar.
- Ek magtig die Reguleerder om my persoonlike klagte-inligting (soos die inligting oor my in hierdie klagteform) in te samel en dit te gebruik om my menseregteklage aangaande die reg op toegang tot inligting en/of die beskerming van die reg op privaatheid te verwerk.
- Ek magtig enigiemand (soos 'n werknemer, diensverskaffer, getuie) wat inligting het wat nodig is om my klagte te verwerk, om dit met die Reguleerder te deel. Die Reguleerder kan hierdie inligting

verkry deur met getuies te praat of vir skriftelike rekords te vra. Afhangende van die aard van die klagte, kan hierdie rekords personeellêers of werknemerdata, mediese of hospitaalrekords, en finansiële of belastingbetalerinligting insluit.

As enige van my kontakinligting tydens die klagteproses verander, is dit my verantwoordelikheid om die Reguleerder in te lig; andersins kan my klagte vertraag of selfs toegemaak word.

Geteken te _____ op hede die _____ dag van _____ 20

Klaer/Verteenwoordiger/Gemagtigde persoon of Derde party

VORM 6
ERKENNING VAN ONTVANGS VAN KLAGTE
[Regulasie 11(1)]

Let wel: Gebruik asseblief die verwysingsnommer hieronder in alle toekomstige korrespondensie.

Verwysingsnommer: _____

AAN: _____

KLAGTE INGEDIEN		
Ontvangs van u klagte, aangaande:		
Onsuksesvolle appèl: (Artikel 77A(2)(a) of artikel 77A(3)(a) van BTI-wet)	Ek het teen die besluit van die openbare liggaam geappelleer en die appèl is onsuksesvol.	
Onsuksesvolle aansoek om kondonاسie: (Artikels 77A(2)(b) en 75(2) van BTI-wet)	Ek het my appèl teen die besluit van die openbare liggaam laat ingedien en om kondonاسie aansoek gedoen. Die aansoek om kondonاسie is afgewys.	
Weiering van 'n versoek om toegang: (Artikel 77A(2)(c)(i) of 77A (d)(i) of 77A(3)(b) van BTI-wet)	Ek het toegang tot inligting gehou deur 'n liggaam versoek en daardie versoek is geweier of gedeeltelik geweier.	
Die liggaam vereis dat ek gelde betaal en ek voel dit is buitensporig: (Artikel 22 of 54 van BTI-wet)	Aanbod of betaling van die voorgeskrewe versoekgelde.	
	Die aanbod of betaling van 'n deposito.	
Terugbetaling van die deposito: (Artikel 22(4) van BTI-wet)	Die inligtingsbeampte het geweier om 'n deposito wat betaal was ten opsigte van 'n versoek om toegang wat geweier is, terug te betaal.	

Stem nie saam met tydverlenging nie: (Artikel 26 of 57 van BTI-wet)	<i>Die liggaam het besluit om die tydsbeperking om op my versoek te antwoord, te verleng, en ek stem nie saam met die versoekte tydsbeperkingverlenging nie of 'n tydverlenging geneem om op my versoek om toegang te antwoord, is onvanpas.</i>	
Vorm van toegang geweier: (Artikel 29(3) of 60(a) van BTI-wet)	<i>Ek het toegang in 'n bepaalde en redelike vorm versoek en sodanige vorm van toegang is geweier.</i>	
Geagte weiering: (Artikel 27 of 58 van BTI-wet)	<i>Dit is meer as 30 dae sedert ek my versoek gerig het en ek het nog nie 'n besluit ontvang nie. Geen antwoord is ontvang nie en geen verlenging is geneem nie.</i>	
	<i>Verlengingstydperk het verstryk en geen antwoord is ontvang nie.</i>	
Onvanpaste openbaarmaking van 'n rekord: (Verpligte gronde vir weiering van toegang tot rekord)	<i>Rekords (wat onderhewig is aan die gronde vir weiering van toegang tot rekords) is onvanpas of onredelik openbaar gemaak.</i>	
Geen voldoende redes vir die weiering van toegang nie: (Artikel 56(3)(a) van BTI-wet)	<i>My versoek om toegang is geweier, en 'n liggaam het nie geldige of voldoende redes gegee vir die weiering nie, met inbegrip van die bepalings van die Wet waarop staatgemaak is.</i>	
Gedeeltelike toegang tot rekord: (Artikel 28(2) of 59(2) van BTI-wet)	<i>Die liggaam het toegang toegestaan tot slegs 'n deel van die aangevraagde rekords en ek glo dat meer daarvan openbaar gemaak moet word.</i>	
Kwytskelding van gelde: (Artikel 22(8) of 54(8) van BTI-wet)	<i>Ek is vrygestel van betaling van enige gelde en die liggaam het geweier om my versoek om kwytskelding van die gelde toe te staan</i>	
Rekords wat nie gevind kan word nie of nie bestaan nie: (Artikel 23 of 55 van BTI-wet)	<i>Die liggaam het aangedui dat sommige of al die aangevraagde rekords nie bestaan nie en ek glo dat meer rekords wel bestaan.</i>	
Versuim om rekords openbaar te maak:	<i>Die liggaam het besluit om my toegang tot die aangevraagde rekords te gee, maar ek het hulle nie ontvang nie.</i>	
Geen regsbevoegdheid (uitoefening of beskerming van enige regte): (Artikel 50(1)(a) van BTI-wet)	<i>Die liggaam het aangedui dat die aangevraagde rekords van die BTI-wet uitgesluit is en ek stem nie saam nie.</i>	
Beuselagtige of ergerlike versoek: (Artikel 45 van BTI-wet)	<i>Die liggaam het aangedui dat my versoek klaarblyklik beuselagtig of ergerlik is en ek stem nie saam nie.</i>	
Ander: (Verduidelik asseblief):		

word hierby erken. Let asseblief daarop dat die klagte soos volg hanteer sal word:

Vorm van toegang geweier: (Artikel 29(3) of 60(a) van BTI-wet)	<i>Ek het versoek om toegang op 'n bepaalde en redelike wyse te kry en sodanige wyse van toegang is geweier.</i>	
Geagte weiering: (Artikel 27 of 58 van BTI-wet)	<i>Dit is meer as 30 dae sedert ek my versoek gerig het en ek het nog nie 'n besluit ontvang nie.</i>	
	<i>Verlengingstydperk het verstryk en geen antwoord is ontvang nie.</i>	
Onvanpaste openbaarmaking van 'n rekord: (Verpligte gronde vir weiering van toegang tot rekord)	<i>Rekords(wat onderhewig is aan die gronde vir weiering van toegang tot rekords) is onvanpas of onredelik openbaar gemaak.</i>	
Geen voldoende redes vir weiering van toegang: (Artikel 56(3)(a) van BTI-wet)	<i>My versoek om toegang is geweier, en 'n liggaam het nie geldige of voldoende redes vir die weiering gegee nie, met inbegrip van die bepalinge van hierdie Wet waarop staatgemaak is.</i>	
Gedeeltelike toegang tot rekord: (Artikel 28(2) of 59(2) van BTI-wet)	<i>Die liggaam het toegang tot 'n deel van die aangevraagde rekords toegestaan en ek glo dat meer daarvan openbaar gemaak moet word.</i>	
Kwytstelling van gelde: (Artikel 22(8) of 54(8) van BTI-wet)	<i>Ek is vrygestel van die betaling van enige gelde en die liggaam het geweier om my versoek toe te staan om die gelde kwyt te skeld.</i>	
Rekords wat nie opgespoor kan word nie of wat nie bestaan nie: (Artikel 23 of 55 van BTI-wet)	<i>Die liggaam het aangedui dat sommige of al die aangevraagde rekords nie bestaan nie en ek glo meer rekords bestaan wel.</i>	
Versuim om rekords openbaar te maak:	<i>Die liggaam het besluit om my toegang tot aangevraagde rekords te gee, maar ek het hulle nie ontvang nie.</i>	
Geen regsbevoegdheid (uitoefening of beskerming van enige regte): (Artikel 50(1)(a) van BTI-wet)	<i>Die liggaam het aangedui dat die aangevraagde rekords van die BTI-wet uitgesluit is en ek stem nie saam nie.</i>	
Beuselagtige of ergerlike versoek: (Artikel 45 van BTI-wet)	<i>Die liggaam het aangedui dat my versoek klaarblyklik beuselagtig of ergerlik is en ek stem nie saam nie.</i>	
Ander: (Verduidelik asseblief):		

U word hierby in kennis gestel dat die Inligtingsreguleerder voornemens is om die aangeleentheid te ondersoek. U word hierby versoek om op die klagte te reageer en die Inligtingsreguleerder te voorsien van enige inligting, item of dokument, waarop u besluit gegrond is, binne 20 werksdae ná ontvangs van hierdie inligting.

Geteken te _____ op hede die _____ dag van _____ 20

Inligtingsreguleerder

VORM 8
ONTWIKKELING EN UITSLAG VAN ONDERSOEK
[Regulasie 11(5)]

Verwysingsnommer: _____

AAN: _____

RE: KLAGTE INGEDIEN AANGAANDE _____

Let asseblief daarop dat:

Die ondersoek aan die gang is.

Die volgende besluit geneem is:

Geteken te _____ op hede die _____ dag van _____ 20

Inligtingsreguleerder

VORM 9
SKIKKINGSVERGADERING
[Regulasie 12(2)]

Verwysingsnommer: _____

AAN: _____

RE: KLAGTE INGEDIEN AANGAANDE: _____

GELIEWE KENNIS TE NEEM DAT:

- (a) Dit uit die aard van die klagte en die reaksie in verband met die klagte, wil voorkom dat dit moontlik mag wees om 'n skikking tussen die betrokke partye te bewerkstellig.
- (b) Die Inligtingsreguleerder besluit het om as 'n fasiliteerder in die aangeleentheid op te tree.

U WORD HIERMEE GENOOI

om 'n konsiliasievergdering by te woon by (*plek*) _____ op die _____ dag van _____ 20_____, om _____ (*tyd*) en op enige datum daarna wat nodig mag wees, aangaande die bogenoemde aangeleentheid.

Geliewe u bywoning by die Inligtingsreguleerder te bevestig op/voor _____.

Geteken te _____ op hede die _____ dag van _____ 20 _____

Inligtingsreguleerder

VORM 10
SKIKKINGSERTIFIKAAT
[Regulasie 12(4)]

Verwysingsnommer: _____

IN DIE AANGELEENTHEID TUSSEN

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

EN

Naam van openbare/ privaatliggaam	
Naam van inligtingsbeampte	

Ek, _____ in my hoedanigheid as fasiliteerder in die aangeleentheid tussen die bogenoemde partye,

SERTIFISEER HIERBY DAT:

Die aangeleentheid opgelos is en die volgende skikking bereik is:

Die aangeleentheid nie opgelos is nie en terugverwys sal word na die Inligtingsreguleerder om ingevolge artikel 77C van die Wet hanteer te word.

Geteken te _____ op hede die _____ dag van _____ 20

Fasiliteerder

**VORM 11
BEMIDDELING VAN AANGELEENTHEID
[Regulasie 13(2)]**

Verwysingsnommer: _____

AAN: _____

RE: KLAGTE INGEDIEN AANGAANDE: _____

GELIEWE KENNIS TE NEEM DAT:

- (a) Dit uit die aard van die klagte en die reaksie in verband met die klagte, wil voorkom dat dit moontlik mag wees om 'n skikking tussen die betrokke partye te bewerkstellig.
- (b) Die Inligtingsreguleerder besluit het om as bemiddelaar in die aangeleentheid op te tree.

U WORD HIERBY GENOOI

om 'n konsiliasievergadering by te woon by (*plek*) _____ op die _____ dag van _____ 20_____, om _____ (*tyd*) en op enige datum daarna wat nodig mag wees, aangaande die bogenoemde aangeleentheid.

Geliewe u bywoning by die Inligtingsreguleerder te bevestig op/voor _____.

Geteken te _____ op hede die _____ dag van _____ 20

Inligtingsreguleerder

**VORM 12
BEMIDDELINGSERTIFIKAAT
[Regulasie 13(5)]**

Verwysingsnommer: _____

IN DIE AANGELEENTHEID TUSSEN

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

Volle name	
Identiteitsnommer	

EN

Naam van openbare/ privaatliggaam	
--------------------------------------	--

Naam inligtingsbeampte	van	
---------------------------	-----	--

EK, _____ in my hoedanigheid as bemiddelaar in die aangeleentheid tussen die bogenoemde partye,

SERTIFISEER HIERBY DAT:

Die aangeleentheid opgelos is en die volgende skikking bereik is:

Die aangeleentheid is nie opgelos nie, en sal terugverwys word na die Inligtingsreguleerder om ingevolge artikel 77C van die Wet hanteer te word.

Geteken te _____ op hede die _____ dag van _____ 20

Bemiddelaar

VORM 13
VERSOEK OM OUDIT
[Regulasie 14(1)]

AAN: Die Inligtingsreguleerder
Posbus 31533
Braamfontein,
2017
E-posadres: inforeg@justice.gov.za
Telno.: +27 (0) 10 023 5200

Ek,

Volle name:			
Posadres:			
Straatadres:			
E-posadres:			
Kontaknommers:	Tel. (B):		Faks:
	Selfoon		

versoek hierby ingevolge artikel 77H van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), dat die Inligtingsreguleerder assesseer of die onderstaande openbare of privaatliggaam in die algemeen voldoen aan die bepalings van die Wet vir sover dit die beleid en implementeringsprosedures aangaan.

Naam van openbare/privaatliggaam:	
Posadres:	
Straatadres:	

BESLUIT OOR DIE DOEN VAN 'N OUDIT
[Regulasie 14(3)]

Verwysingsnommer: _____

AAN: _____

Die Inligtingsreguleerder *het 'n versoek ontvang om 'n oudit te doen/ het uit eie beweging besluit om 'n oudit te doen, ingevolge artikel 77H van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), en het, ná oorweging van al die relevante inligting, besluit om—

met 'n oudit voort te gaan; of

nie met 'n oudit voort te gaan nie.

Geteken te _____ op hede die _____ dag van _____ 20

Inligtingsreguleerder

VORM 16
BESLUIT OOR OUDIT
[Regulasie 14(5)]

Verwysingsno.: _____

AAN: _____

Die Inligtingsreguleerder *het 'n versoek ontvang om 'n oudit te doen/ het uit eie beweging besluit om 'n oudit te doen, ingevolge artikel 77H van die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), en het, ná oorweging van al die relevante inligting, die volgende opinies gevorm:

OPINIES VAN INLIGTINGSREGULEERDER

Die Inligtingsreguleerder wil hierby bevestig dat die Inligtingsreguleerder nie enige verdere stappe in hierdie aangeleentheid wil doen nie.

Die Inligtingsreguleerder wil hierby bevestig dat die Inligtingsreguleerder die volgende stappe in hierdie aangeleentheid wil doen:

Geteken te _____ op hede die _____ dag van _____ 20

Inligtingsreguleerder

AANHANGSEL B

Gelde betaalbaar ten opsigte van Openbare Liggame

Item	Beskrywing	Bedrag
1.	Die versoekegeld betaalbaar deur enige versoeker	R100.00
2.	Fotokopie van A4-grootte bladsy	R1.50 per bladsy of gedeelte daarvan.
3.	Gedrukte afskrif van A4-grootte bladsy	R1.50 per bladsy of gedeelte daarvan.
4.	Afskrif in 'n rekenaarleesbare vorm op: (i) Geheuestokkie(deur versoeker voorsien) (ii) Kompakskyf • Indien deur versoeker verskaf • Indien aan versoeker verskaf	R40.00 R40.00 R60.00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens sal uitbestee word. Sal afhang van kwotasie van diensverskaffer.
6.	Afskrif van visuele beelde	
7.	Transkripsie van 'n oudiorekord, per A4-grootte bladsy	R24.00
8.	Kopie van 'n oudiorekord (i) Op geheuestokkie (voorsien te word deur versoeker) (ii) Op kompakskyf • Indien deur versoeker verskaf • Indien aan versoeker verskaf	R40.00 R40.00 R60.00
9.	Om 'n rekord te soek en voor te berei vir bekdmaking vir elke uur of gedeelte van 'n uur, met uitsluiting van die eerste uur, redelikerwys vereis vir die soek en voorbereiding, ten einde nie 'n totale bedrag van te oorskry nie	R100.00 R300.00
10.	Deposito: As soektog langer as 6 ure duur	Een-derde van bedrag per versoek ingevolge items 2 tot 8 bereken.
11.	Posgeld, epos of enige ander elektroniese oordrag	Werklike koste.

Gelde betaalbaar ten opsigte van Privaat Liggame

Item	Beskrywing	Bedrag
1.	Die versoekegeld betaalbaar deur enige versoeker	R140.00
2.	Fotokopie van A4-grootte bladsy	R2.00 per bladsy of gedeelte daarvan.
3.	Gedrukte afskrif van A4-grootte bladsy	R2.00 per bladsy of gedeelte daarvan.
4.	Afskrif in 'n rekenaarleesbare vorm op: (iii) Geheuestokkie(deur versoeker voorsien) (iv) Kompakskyf • Indien deur versoeker verskaf • Indien aan versoeker verskaf	R40.00 R40.00 R60.00

Item	Beskrywing	Bedrag
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens sal uitbestee word. Sal afhang van kwotasie van diensverskaffer.
6.	Afskrif van visuele beelde	
7.	Transkripsie van 'n oudiorekord, per A4-grootte bladsy	R24.00
8.	Kopie van 'n oudiorekord (i) Op geheuestokkie (voorsien te word deur versoeker) (ii) Op kompakskyf <ul style="list-style-type: none"> • Indien deur versoeker verskaf • Indien aan versoeker verskaf 	R40.00 R40.00 R60.00
9.	Om 'n rekord te soek en voor te berei vir bekdmaking vir elke uur of gedeelte van 'n uur, met uitsluiting van die eerste uur, redelikerwys vereis vir die soek en voorbereiding, ten einde nie 'n totale bedrag van te oorskry nie	R145.00 R435.00
10.	Deposito: As soektog langer as 6 ure duur	Een-derde van bedrag per versoek ingevolge items 2 tot 8 bereken.
11.	Posgeld, epos of enige ander elektroniese oordrag	Werklike koste.”.

SOUTH AFRICAN REVENUE SERVICE**NO. R. 758****27 August 2021****CORRECTION NOTICE****CUSTOMS AND EXCISE ACT, 1964
AMENDMENT OF SCHEDULE NO. 5 (5/3/117)**

By the substitution of the reference to rebate item "317.03" with rebate item "317.04" where it appears in refund item 538.00/00.00/04.00 published through Notice No. R. 728 of Government Gazette No. 44983 dated 13 August 2021.

SUID-AFRIKAANSE INKOMSTEDIENS**NO. R. 758****27 Augustus 2021****VERBETERINGSKENNISGEWING****DOEANE EN AKSYNS WET, 1964
WYSIGING VAN BYLAE NO. 5 (5/3/117)**

Deur die vervanging van die verwysing na kortingitem "317.03" deur kortingitem "317.04" waar dit verskyn in teruggawe item 538.00/00.00/04.00 gepubliseer deur Kennisgewing No. R. 728 van Staatskoerant No. 44983 gedateer 13 Augustus 2021.

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