

FEES ASSOCIATED WITH PAIA REQUESTS

The head of a private body to whom the request is made will notify you in writing to pay the prescribed request fee, if any, before processing the request. If you require access to records of your personal information, you do not have to pay a request fee.

VAT will be added to the fees if the private body is a VAT vendor.

The following applies to requests (other than personal requests):

A requester is required to pay the prescribed fees (R50.00) before a request will be processed;

If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated.

Part III of Regulation 187 published in the Government Gazette on 15 February 2002:

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a) For every photocopy of an A4-size page or part thereof R1,10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75

(c) For a copy in a computer-readable form on -

(i) stiffy disc R7,50

(ii) compact disc R70,00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00

(ii) For a copy of an audio record R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in Regulation 11(3) are as follows:

(1) (a) For every photocopy of an A4-size page or part thereof R1,10

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75

(c) For a copy in a computer-readable form on -

(i) stiffy disc R7,50

(ii) compact disc R70,00

(d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00

(ii) For a copy of an audio record R30,00

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.