

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY (Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 6]

1. PARTICULARS OF PUBLIC BODY

- 1.1. Parel Vallei High School
- 1.2. Address: Parel Vallei High School
95 Parel Vallei Road
Somerset West, 7130
- 1.3. Statutory Compliance
 - 1.3.1. Tel: 021 852 1228
 - 1.3.2. E-mail: secretary@pvallei.co.za .

2. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD(S)

- 2.1. The particulars of the person who requests access to the record must be given below.
- 2.2. The address and/or fax number in the Republic to which the information is to be sent, must be given.
- 2.3. Proof of the capacity in which the request is made, if applicable, must be attached.
- 2.4. Full names and surname:
- 2.5. Identity number:
- 2.6. Postal address:
- 2.7. Tel:
- 2.8. Fax:
- 2.9. E-mail:
- 2.10. Capacity in which request is made if on behalf of another person:
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3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE:

- 3.1. This section must be completed ONLY if a request is made on behalf of another person.
- 3.2. Full names and surname:
- 3.3. Identity number:

4. PARTICULARS OF RECORD(S)

- 4.1. Provide full particulars of the record(s) to which access is requested, including the reference number (if it is known to you), so that the record can be located.
- 4.2. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.
- 4.3. Description of record or relevant part of record:
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- 4.4. Reference number if available:
- 4.5. Any further particulars of record:

5. FEES

- 5.1. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- 5.2. You will be notified of the amount required to be paid as the request fee.
- 5.3. The fee payable for access to a record depends on the form in which the access is required and the reasonable time required searching for and preparing it.
- 5.4. If you qualify for exemption of the payment of any fee, please state the reason for such exemption below. Reason for exemption from payment of fees:
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6. NOTES

- 6.1. Compliance with your request for access in the specified form may depend on the form in which the record is available.
- 6.2. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- 6.3. The fee payable for access to the record, if any, will be determined partly by the form in which the access is requested.
- 6.4. If the record is in written or printed form: Copy of record Inspection of record
- 6.5. If a record consists of visual images: (including photographs, slides, video recordings, computer-generated images, sketches etc.): View images Copy of images Transcription of images
- 6.6. If the record consists of recorded words or information which can be reproduced in sound: Listen to the soundtrack (audio cassette) Transcription of soundtrack (written or printed document)
- 6.7. If the record is held on computer or in an electronic or machine-readable format: Printed copy of record Printed copy of information derived from the record Copy in computer readable format (stiffy or compact disc)
- 6.8. If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage will be payable.
- 6.9. Note that if the record is not available in the language you prefer, access will be granted in the language in which the record is available. In which language do you prefer the record?
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7. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

- 7.1. You will be notified in writing whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
- 7.2. How would you prefer to be informed of the decision regarding your request for access to the record?
- 7.3.
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Signed at.....this.....day of.....20....

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SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

DEPARTMENTAL USE

Reference Number.....

Request received by (state rank, name and surname of information officer or deputy information officer)

Date:

Place:

Request fee (if any) R.....

Deposit (if any) R.....

Access fee R.....

See schedule of fees on the manual

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Headmaster