



JMDOLLS & PORCELAIN C.C.

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

[Regulation 2]

FORM INFO 1

FOR OFFICE USE

Reference number: _____

Request received by _____ (Applicant)

(state rank, name and surname of information officer/deputy information officer)

on _____ (date) at _____
(place).

Request fee (if any): R _____

Deposit (if any): R _____

Access fee: R _____

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body:

The Information Officer/Deputy Information Officer:

JMDolls & Porcelain c.c.

B. Particulars of person requesting access to the records

- (a) *The particulars of the person requesting access to records must be recorded below.*
(b) *Furnish an address and/or fax number in South Africa to which information must be sent.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

Email address: _____

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

C. Particulars of person on whose behalf the request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of records

- (a)** *Provide a full particular of the records to which access is requested, including the reference number if it is known to you, to enable the record to be located.*
- (b)** *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.*

1. Description of record or relevant part of the record:

2. Reference number, if available: _____

3. Any further particulars of the records: _____

E. Fees

- (a)** *A request for access to records, other than records containing personal information about you, will be processed only after a request fee has been paid.*
- (b)** *You will be notified of the amount payable as the request fee.*
- (c)** *The fee payable for access to records depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d)** *If you qualify for exemption from the payment of any fee, please state the reason therefore.*

Reason for exemption from payment of fees: _____

F. Format of access to records

If a disability prevents you from reading, viewing or listening to the records in the format of access provided for in 1 to 4 hereunder, state your disability and indicate in which format the record is required.

Disability:	Format in which record is required:
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Mark the appropriate box with an "X".

NOTES:

(a) *Your indication as to the required form of access depends on the format in which the records are available.*

(b) *Access in the format requested may be refused in certain circumstances, in which case you will be informed if access will be granted in another format.*

(c) *The fee payable for access to the records, if any, will be determined partly by the format in which access is requested.*

1. If the record is in written or printed format:			
	copy of record*		inspection of record
2. If the record consists of visual images: (Including photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	Viewing of the images		transcription of the images*
3. If the record consists of recorded words or information that can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		transcription of the soundtrack* (written or printed document)

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4. If the record is held on computer or in an electronic or machine-readable format:					
	printed copy of the record*		printed copy of information derived from the record*		copy in computer readable format*(stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.				YES	NO
<i>Note that if the record is not available in the language of your choice, access may be granted in the language in which the record is available.</i>					
In which language would you prefer the record?					

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF THE REQUEST IS MADE

