

PRESCRIBED FEES

The following applies to requests (other than personal requests)

1. A requestor is required to pay the prescribed fees before a request will be processed;
2. 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);
3. Requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. Payments should be made to Metro Minds (Pty) Ltd.

Fees in respect of private bodies

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 machinereadable form	R0.75
C	For a copy in a computer-readable form on 1) memory stick	R70.00
D	1) For a transcription of visual images, for an A4-size page or part thereof 2) For a copy of visual images	R40.00 R60.00
E	3) For a transcription of an audio record, for an A4-size page or part thereof 4) For a transcription of an audio record, for an A4-size page or part thereof	R20.00 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:

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 machinereadable form	R0.75
C	For a copy in a computer-readable form on memory stick	R70.00
D	1) For a transcription of visual images, for an A4-size page or part thereof 2) For a copy of visual images	R40.00 R60.00
E	1) For a transcription of an audio record, for an A4-size page or part thereof 2) For a transcription of an audio record, for an A4-size page or part thereof	R20.00 R30.00
F	To search for and prepare the record for disclosure an hour reasonably required for such search and preparation.	R30,00 for each hour or part of

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.

The actual postage is payable when a copy of a record must be posted to a requester