

## FEE STRUCTURE FOR PRIVATE BODIES

### Reproduction Fees:

Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

[Refer to clause 3.2 of the manual]

The applicable fees for reproduction as referred to above are:

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For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	0.75
For a copy in a computer-readable form on - stiffy disc - compact disc	7.50 70.00
For a transcription of visual images, for an A4-size page or part thereof For a copy of visual images	40.00 60.00
For a transcription of an audio record, for an A4-size page or part thereof For a copy of an audio record	20.00 30.00

### Request Fees:

Where a requester submits a request for access to information held by a private body on a person other than the requester himself/herself, a request fee in the amount of R 50.00 is payable up-front before the private body will further process the request received.

### Access Fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specifically excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8).

The applicable access fees which will be payable are:

For every photocopy of an A4-size page or part thereof	1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
For a copy in a computer-readable form on - stifty disc	7.50
For a copy in a computer-readable form on – compact disc	70.00
For a transcription of visual images, for an A4-size page or part thereof	40.00
For a copy of visual images	60.00
For a transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00
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	
Where a copy of a record needs to be posted the actual postage fee is payable.	

**Deposits:**

Where a private body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to one-third of the amount of the applicable access fee.