



MANNER OF INFORMATION ACCESS
Chapter 3 (Section 18) of Promotion of Access to Information Act

A. Particulars of person requesting access to information

Name and Surname: _____
Postal Address: _____
Contact Number: _____
e-mail: _____

B. Particulars of information required

Type of Information: _____
Purpose of the Information: _____
Description of the information _____

C. Fees

The fee payable for access to information is determined by level detail in which information required and the estimated time required to research for and prepare information required format. Depending on information stated under section (B), you will be notified the amount required to be paid as the request fee. The information requested will be processed only after a request fee has been paid and will only be made available if

D. Decision on representation of access or refusal and notice thereof

The information manager, as soon as reasonable possible, after careful evaluation to grant or refuse a request for information. The request will be refused if (i) all reasonable steps have been taken to find information requested and it cannot be found, (ii) it is of personal information, trade secrets and/or be of a commercially sensitive nature

E. Notice of decision regarding request for access

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

e-mail _____ Tel/Fax _____
Signed By : _____ this _____ day _____

F. FOR OFFICE USE

Request received by : _____
Evaluated by : _____
Decision : Note : _____
Request fee (if any) ZAR: _____

PLEASE SCAN AND E-MAIL TO joseph@satgi.co.za; OR FAX TO 021-80

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