

**ANNEXURE A - FORM C - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000) - [REGULATION 10])**

**A. PARTICULARS OF BAIN & COMPANY SOUTH AFRICA INC.**

Physical Address	Bain & Company South Africa Inc. 10 The High Street Melrose Arch Johannesburg 2076  PostNet Suite 221 Private BagX1 Melrose Arch 2076
Telephone Number	011 012 9100
Fax Number	011 012 9101
E-mail Address	Michele.deKock@bain.com

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

The particulars of the person who requests access to the record must be given below:	
The address and/or fax number in the Republic to which the information is to be sent:	
Proof of the capacity in which the request is made, if applicable, must be attached:	
Full Name and Surname:	
Identity Number:	
Postal Address:	
Fax Number:	
Telephone Number:	
Email Address:	
Proof of the capacity in which the request is made, if the request is made on behalf of another person:	

**THIS SECTION MUST ONLY BE COMPLETED IF A REQUEST FOR INFORMATION IS MADE ON BEHALF OF ANOTHER PERSON.**

**A. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE**

Full Name and Surname:	
Identity Number:	

**B. PARTICULARS OF RECORD**

**PROVIDE FULL PARTICULARS OF THE RECORD TO WHICH ACCESS IS REQUESTED, INCLUDING THE E CODE IF THAT IS KNOWN TO YOU, TO ENABLE THE RECORD TO BE LOCATED. 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.**

Description of record or relevant part of the record:
Any Further Particulars of Record:

**C. FEES**

**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. YOU WILL BE NOTIFIED OF THE AMOUNT REQUIRED TO BE PAID.**

**THE FEE PAYABLE FOR ACCESS TO A RECORD DEPENDS ON THE FORM IN WHICH ACCESS IS REQUIRED AND THE REASONABLE TIME REQUIRED SEARCHING FOR AND PREPARING A RECORD.**

**IF YOU QUALIFY FOR EXEMPTION OF THE PAYMENT OF ANY FEE, PLEASE STATE THE REASON FOR EXEMPTION.**

Reason for exemption from payment of fees:
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**D. FORM OF ACCESS TO RECORD**

**IF YOU ARE PREVENTED BY A DISABILITY TO READ, VIEW OR LISTEN TO THE RECORD IN THE FORM OF ACCESS PROVIDED FOR IN 1 TO 4 HEREUNDER, STATE YOUR DISABILITY AND INDICATE IN WHICH FORM THE RECORD IS REQUIRED.**

Disability:	Form in which the record is required;
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**MARK THE APPROPRIATE BOX WITH AN X. NOTES:**

- A. COMPLIANCE WITH YOUR REQUEST IN THE SPECIFIED FORM MAY DEPEND ON THE FORM IN WHICH THE RECORD IS AVAILABLE.**
- B. 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.**
- C. THE FEE PAYABLE FOR ACCESS TO THE RECORD, IF ANY, WILL BE DETERMINED PARTLY BY THE FORM IN WHICH ACCESS IS REQUESTED.**

IF THE RECORD IS IN WRITTEN OR PRINTED FORM			
<input type="checkbox"/>	Copy of Record	<input type="checkbox"/>	Inspection of Record

IF THE RECORD CONSISTS OF VISUAL IMAGES [this includes photographs, slides, video recordings, computer-generated images, sketches, etc.]			
<input type="checkbox"/>	View the Images	<input type="checkbox"/>	Copy of Images

<input type="checkbox"/>	Transcription of Images	<input type="checkbox"/>	
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IF RECORD CONSISTS OF RECORDED WORDS OR INFORMATION WHICH CAN BE REPRODUCED IN SOUND:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed documents)

IF RECORD IS HELD ON COMPUTER OR IN AN ELECTRONIC OR MACHINE-READABLE FORM:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>	Copy in computer readable form* (compact disc)	<input type="checkbox"/>	

<b>*IF YOU REQUESTED A COPY OR TRANSCRIPTION OF A RECORD (ABOVE), DO YOU WISH THE COPY OR TRANSCRIPTION TO BE POSTED TO YOU?</b>	<b>YES</b>	<b>NO</b>
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**E. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

**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.**

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned rights:

**F. 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 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 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Signature  
Person on whose behalf the request is made

**ANNEXURE A – FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))

[Regulation 10]

**A. Particulars of public body**

The Head:

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**B. Particulars of person requesting access to the record**

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| <p>(a) The particulars of the person who requests access to the record must be recorded below.</p> <p>(b) The address and/or fax number in the Republic to which information must be sent.</p> <p>(c) Proof of the capacity in which the request has been made, if applicable, must be attached.</p> |
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Full names and surname: 

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Identity Number: 

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Postal Address: 

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Fax Number: 

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 Telephone number: 

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Email: 

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

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**C. Particulars of person on whose behalf 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 record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that 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 the record or relevant part of the record:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available:

\_\_\_\_\_

3. Any further particulars of record:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. Fees**

- (a) A request for access to a record other than a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for the access to a record 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 the exemption of the payment of any fee, please state the reason for exemption.

Reason for the exemption from payment of fees:

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**F. Form of access to record**

If you are prevented by disability to read, view of or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- b) 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.
- c) The fee payable for the access to the record, if any, will be determined partly by the form in which access is requested.



1. If the record is in written or printed form:				
	copy of record*		inspection of record	
2. If the record consists of visual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
	view the images		copy of the images*	transcription of the images*
3. If 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)	
4. If record is held on computer or in an electronic or machine-readable form:				
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (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? Postage is payable.	YES	NO
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**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional pages.**

1 Indicate which right is to be exercised or protected:

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2 Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. 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 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?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Signature  
Person on whose behalf the request is made

## ANNEXURE B - FEES

### GENERAL: VALUE-ADDED TAX

Private bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991, as vendors may addvalue-added tax to all fees prescribed in this annexure.

### FEES IN RESPECT OF PRIVATE BODIES

DESCRIPTION		RAND
1.	The fee for a copy of the manual as contemplated in regulation 9(2) (c) - for every photocopy of a A4-size page or part thereof.	1,10
2.	The fees for reproduction referred to in regulation 11(1) are as follows: <ul style="list-style-type: none"> <li>a. For every photocopy of an A4-size page or page thereof</li> <li>b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form</li> <li>c. For a copy in a computer-readable form on:                             <ul style="list-style-type: none"> <li>i. Flash drive</li> <li>ii. compact disc</li> </ul> </li> <li>d. For a transcription of visual images, for an A4-size page or part thereof</li> <li>e. For a copy of visual images</li> <li>f. For a transcription of an audio record, for an A4-size page or part thereof</li> <li>g. For a copy of an audio record</li> </ul>	1,10 0,75 7,50 70,00 40,00 60,00 20,00 30,00
3.	The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2)	50,00
4.	The access fees payable by a requester referred to in regulation 11(3) are as follows: <ul style="list-style-type: none"> <li>a. For every photocopy of an A4-size page or part thereof</li> <li>b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form</li> <li>c. For a copy in a computer-readable form on:                             <ul style="list-style-type: none"> <li>i. floppy disc</li> <li>ii. compact disc</li> </ul> </li> <li>d. For a transcription of visual images, for an A4-size page or part thereof</li> <li>e. For a copy of visual images</li> <li>f. For a transcription of an audio record, for an A4-size page or part thereof</li> <li>g. For a copy of an audio record</li> <li>h. 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.</li> </ul>	1,10 0,75 7,50 70,0 40,0 60,0 20,0 30,0
5.	For the purposes of section 54(2) of the Act, the following applies: <ul style="list-style-type: none"> <li>a. six hours as the hours to be exceeded before a deposit is payable; and</li> <li>b. one third of the access fee is payable as a deposit by the requester.</li> </ul>	
6.	The actual postage is payable when a copy of a record must be posted to a requester.	

Signature: \_\_\_\_\_  
Date: