

FORM B

**FEES PAYABLE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2
OF 2000 IN RESPECT OF A PRIVATE BODY**
Disclaimer

Guest Resource Services reserves the right to inform the requester of the fees applicable for the following once the application is submitted:

1. copy of the manual as contemplated in regulation 5(c)
2. the request fee payable by every requester.
3. the access fees payable by the requester, other than a personal requester, referred to in regulation 7 (2)

ITEM	R
1. The fee for a copy of the manual as contemplated in regulation 5 for every photocopy of an A4-size page or part thereof	1.00
2. The fees for reproduction referred to in regulation 7(1) are as follows:	
a. for every photocopy of an A4-sized page or part thereof	1.00
b. for every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form	1.00
c. for a copy in a computer-readable form (normally USB drive)	6.00
d. for a transcription of visual images, for an A4-size page or thereof	28.00
e. for a copy of visual images	75.00
f. for a transcription of audio record, for an A4-size page or part thereof	20.00
g. for a copy of an audio record	20.00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)	40.00
4. The access fee payable by a requester referred to in regulation 7(3) are as follows:	
a. for every photocopy of an A4-size page or part thereof	1.00
b. for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	1.00
c. for a copy in computer-readable form on – USB	6.00
d. for a transcription of visual images, for an A4-size page or part	28.00
e. for a copy of visual images	75.00
f. for a transcription of an audio record, for an A4-size page or part thereof	20.00
g. for a copy of an audio record	20.00

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To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation

25.00

5. For purposes of section 22(2) of the Act, the following applies:
 - a. six hours as the hours to be exceeded before a deposit is payable
 - b. one third of the access fee is payable as a deposit by the requester
6. The actual postage is payable when a copy of a record must be posted to a requester.

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