

**REQUEST FOR ACCESS TO RECORD OF TRAZE (PTY) LTD**  
**(Section 53(1) of the Promotion of Access to Information Act, 2000**  
**(Act No. 2 of 2000) – also applicable to the POPI Act**  
**in terms of [Regulation 7]**

**TO:** THE INFORMATION OFFICER OF TRAZE (PTY) LTD

**CONTACT DETAILS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**NAMES:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**IDENTITY/PASSPORT NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **MOBILE/TELEPHONE:** \_\_\_\_\_

Mark with an "X"

- Request is made in my own name
- Request is made on behalf of another person.

**NOTES:**

- *The particulars of the person who requests access to the record must be given below.*
- *The email address or physical address in the Republic to which the information is to be sent must be given.*
- *Proof of the capacity in which the request is made, if applicable, must be attached.*

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

**NOTES:**

- *This section must be completed **ONLY** if a request for information is made on behalf of another person.*
- *If a request is for records containing personal information, the request must be made by the person to whom the personal information relates unless exceptional circumstances can be proven.*

<b>FULL NAMES:</b>	
<b>SURNAME:</b>	
<b>IDENTITY/PASSPORT NUMBER:</b>	
<b>RESIDENTIAL/BUSINESS ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	
<b>CONTACT NUMBER: CELL/TELL</b>	

### C. TYPE OF RECORD

#### NOTES:

- *Mark the applicable box with an "X"*

<b>RECORD IS IN WRITTEN OR PRINTED FORM</b>	<input type="checkbox"/>
<b>RECORD COMPRISES VIRTUAL IMAGES (THIS INCLUDES PHOTOGRAPHS, SLIDES, VIDEO RECORDINGS, COMPUTER-GENERATED IMAGES, SKETCHES, ETC)</b>	<input type="checkbox"/>
<b>RECORD CONSISTS OF RECORDED WORDS OR INFORMATION WHICH CAN BE REPRODUCED IN SOUND</b>	<input type="checkbox"/>
<b>RECORD IS HELD ON A COMPUTER OR IN AN ELECTRONIC, OR MACHINE-READABLE FORM</b>	<input type="checkbox"/>

### D. PARTICULARS OF RECORD REQUESTED

#### NOTES:

- *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.*
- *If the provided space is inadequate, please continue on a separate page and attach it to this form.*
- *All additional pages by the requester must be signed.*

<b>DESCRIPTION OF RECORD OR RELEVANT PART OF THE RECORD:</b>	
<b>REFERENCE NUMBER, IF AVAILABLE:</b>	
<b>ANY FURTHER PARTICULARS OF RECORD:</b>	

**E. FORM OF ACCESS**

**NOTES:**

- *Mark the applicable box with an "X"*

<b>PRINTED COPY OF RECORD (INCLUDING COPIES OF ANY VIRTUAL IMAGES, TRANSCRIPTIONS AND INFORMATION HELD ON COMPUTER OR IN AN ELECTRONIC OR MACHINE-READABLE FORM)</b>	<input type="checkbox"/>
<b>WRITTEN OR PRINTED TRANSCRIPTION OF VIRTUAL IMAGES (THIS INCLUDES PHOTOGRAPHS, SLIDES, VIDEO RECORDINGS, COMPUTER-GENERATED IMAGES, SKETCHES, ETC)</b>	<input type="checkbox"/>
<b>TRANSCRIPTION OF SOUNDTRACK (WRITTEN OR PRINTED DOCUMENT)</b>	<input type="checkbox"/>
<b>COPY OF RECORD ON FLASH DRIVE (INCLUDING VIRTUAL IMAGES AND SOUNDTRACKS)</b>	<input type="checkbox"/>
<b>COPY OF RECORD ON COMPACT DISC DRIVE (INCLUDING VIRTUAL IMAGES AND SOUNDTRACKS)</b>	<input type="checkbox"/>

**F. MANNER OF ACCESS**

**NOTES:**

- *Mark the applicable box with an "X"*

<b>PERSONAL INSPECTION OF RECORD AT REGISTERED ADDRESS OF PUBLIC/PRIVATE BODY (INCLUDING LISTENING TO RECORDED WORDS, INFORMATION WHICH CAN BE REPRODUCED IN SOUND, OR INFORMATION HELD ON COMPUTER OR IN AN ELECTRONIC OR MACHINE-READABLE FORM)</b>	<input type="checkbox"/>
<b>POSTAL SERVICES TO POSTAL ADDRESS</b>	<input type="checkbox"/>

<b>POSTAL SERVICES TO STREET ADDRESS</b>	<input type="checkbox"/>
<b>COURIER SERVICE TO STREET ADDRESS</b>	<input type="checkbox"/>
<b>FACSIMILE OF INFORMATION IN WRITTEN OR PRINTED FORMAT (INCLUDING TRANSCRIPTIONS)</b>	<input type="checkbox"/>
<b>E-MAIL OF INFORMATION (INCLUDING SOUNDTRACKS IF POSSIBLE)</b>	<input type="checkbox"/>
<b>PREFERRED LANGUAGE: (NOTE THAT IF THE RECORD IS NOT AVAILABLE IN THE LANGUAGE YOU PREFER, ACCESS MAY BE GRANTED IN THE LANGUAGE IN WHICH THE RECORD IS AVAILABLE)</b>	<input type="checkbox"/>

**G. FEES**

**NOTES:**

- *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 as the request fee.*
- *The fee payable for 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.*
- *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

**Reason:** \_\_\_\_\_

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**H. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

**NOTES:**

- *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.*

<b>INDICATE WHICH RIGHT IS TO BE EXERCISED OR PROTECTED:</b>	
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<p><b>EXPLAIN WHY THE RECORD REQUESTED IS REQUIRED FOR THE EXERCISE OR PROTECTION OF THE AFOREMENTIONED RIGHT:</b></p>	
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**I. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

How would you prefer to be informed of the decision regarding your request for access to the record?

**Postal Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*(All Postage related requests are payable)*

**NOTES:**

- *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.*

<b>ANOTHER MANNER:</b>	
<b>SPECIFY MANNER:</b>	
<b>NECESSARY PARTICULARS:</b>	