

APPENDIX 1 REQUEST FOR INFORMATION FORM

1. PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION			
Full Names & Surname:			
Identification Number:		Cell phone no.	
Other contact no:		Fax no.	
Email address:			
Postal address:		Postal code	
2. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE			
*Only complete this section if a request for information is made on behalf of another person.			
Full Names & Surname/ Legal entity name:			
Identification/ Registration no.			
3. PARTICULARS OF REQUESTED INFORMATION			
*Provide full particulars of the information to which access is requested. If the Provided space is not sufficient, please continue on a separate page and attach it to the form. Any additional pages submitted must be signed.			
4. FORMAT IN WHICH INFORMATION IS REQUESTED			
*Indicate the format in which the information requested is required. Please note that the request for access in the specified format may depend on the format in which the record is available and access in the requested format may be refused under certain circumstances.			
5. RIGHT TO BE EXERCISED OR PROTECTED			
*Indicate: 1. What right is to be exercised and/or protected and 2. Why the information is required to protect and/or to exercise this right.			
What right is to be protected			
Why the information is required			
6. NOTICE OF APPROVAL / REJECTION OF REQUEST			
Please note: You will be notified via e-mail and/or post whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary details:			

7. PAYMENT DETAILS (Only applicable to Other Requesters)
Kindly make payment of the amount of R50 into the following bank account and attach proof of payment to this form.
Account name: Aylett & Company (Pty) Ltd Bank: Investec Private Bank Account no: 10010962938 Branch code: 580105
8. SIGNATURE
Signed at: _____ on this _____ day of _____ 20__
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-top: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> Name of person submitting the request Signature of person submitting the request </div>