

ANNEXURE B

The **request fee** payable by a requester, other than a personal requester (request for personal information), referred to in regulation 11 (2) is **R50.00**;

Under the heading of "*Voluntary disclosure and automatic availability of certain record*" the **fees for reproduction** referred to in regulation 11 (1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75
(c)	For a copy in a computer-readable form on	
	1. Stiffy disc	R7.50
	2. Compact disc	R70.00
(d)	For a	
	1. Transcription of visual images for an A4-size page or part thereof	R40.00
	2. Copy of visual images	R60.00
(e)	For a	
	1. Transcription of an audio record for an A4-size page or part thereof	R20.00
	2. Copy of an audio record	R30.00

A requester whose request for access to a record of a private body has been granted must pay an access fee for reproduction and for search and preparation. The **access fees** payable by a requester referred to in regulation 11 (3) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0.75
(c)	For a copy in a computer-readable form on	
	1. Stiffy disc	R7.50
	2. Compact disc	R70.00
(d)	For a	
	1. Transcription of visual images for an A4-size page or part thereof	R40.00
	2. Copy of visual images	R60.00
(e)	For a	
	1. Transcription of an audio record for an A4-size page or part thereof	R20.00
	2. Copy of an audio record	R30.00
(f)	To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation	R30.00

For purpose of section 54 (2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- One third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

Take note: Zurich Insurance Company South Africa Limited may withhold a record until the request fee and the deposit (if applicable) have been paid.