



FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
 (Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
 [Regulation 6]

FOR DEPARTMENTAL USE	
Reference number	
Request received by	_____ (State rank, name and surname of Information Officer/Deputy Information Officer.)
Request received on:	_____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Date Place </div>
Request fee (if any):	R
Deposit (if any):	R
Access fee:	R

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER	FULL NAMES	DATE

A. PARTICULARS OF PUBLIC BODY	
The Information Officer/Deputy Information Officer:	
GAUTRAIN MANAGEMENT AGENCY (GMA)	
Physical Address	44 Grand Central Boulevard, Grand Central Ext. 1, Midrand



Postal Address	P.O Box 1266, Kelvin, 2054
Telephone number	011 545 5000
Email Address	nkhanel@gautrain.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname	
Identity number	
Postal address	
Fax number:	
Telephone number	
E-mail address	
Capacity in which request is made, when made on behalf of another person	

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.

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3	Any further particulars of record <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

E. FEES	
(a)	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.
(b)	You will be notified of the amount required to be paid as the request fee.
(c)	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.
(d)	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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F. 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 below, state your disability and indicate in which form the record is required.			
Disability::		Form in which record is required	
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES:</p> <p>(a) <i>Compliance with your request for access in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
1. <i>If the record is in written or printed form:</i>			
	copy of record*		inspection of record
2. <i>If record consists of visual images</i> <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
	view the images		copy of the images * transcription of the images*
3. <i>If record consists of recorded words or information which can be reproduced in sound:</i>			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. <i>If record is held on computer or in an electronic or machine-readable form:</i>			
	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
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.		
In which language would you prefer the record?		

G. 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 possible compliance with your request.
How would you prefer to be informed of the decision regarding your request for access to the record? _____ _____ _____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE	FULL NAMES	DATE AND PLACE

PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

ITEM	DESCRIPTION	AMOUNT
1.	The fee for a copy of the manual, for every photocopy of an A4-size page or part thereof.	R0.60
2.	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
3.	(a) For a copy in a computer-readable form on: i. stiffy disc ii. compact disc (b) For a transcription of visual images, i. for an A4-size page or part thereof ii. (ii) For a copy of visual images (c) For a transcription of an audio record, i. for an A4-size page or part thereof ii. For a copy of an audio record	R5,00 R40,00 R22,00 R60,00 R12,00 R17,00
4.	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)	R35,00
5.	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.	R15,00
<p>For purposes of section 22(2) of the Act, the following applies</p> <p align="center">a. Six hours as the hours to be exceeded before a deposit is payable; and b. one third of the access fee is payable as a deposit by the requester.</p> <p>The actual postage is payable when a copy of a record must be posted to a requester.</p>		