

ANNEXURE A**Prescribed fee payable**

1. For reproduction of records:

i	Every photocopy of an A4-size page or part thereof	R1.10
ii	For every printed copy of an A4 size page or part thereof held on computer or in electronic or machine readable form	R0.75
iii	For a copy in a computer readable form on – <ul style="list-style-type: none"> • Stiffy disc • Compact disc 	R7.50 R70.00
iv	For a transcription of visual images, for an A4 size page or part thereof For a copy of visual images	R40.00 R60.00
v	For a transcription of an audio record, for an A4 size or part thereof	R20.00
vi	For an copy of an audio record	R30.00

2. The request fee payable by a requester (other than a personal requester), is R50.

3. The access fee payable by a requester

i	Every photocopy of an A4-size page or part thereof	R1.10
ii	For every printed copy of an A4 size page or part thereof held on computer or in electronic or machine readable form	R0.75
iii	For a copy in a computer readable form on – <ul style="list-style-type: none"> • Stiffy disc • Compact disc 	R7.50 R70.00
iv	For a transcription of visual images, for an A4 size page or part thereof For a copy of visual images	R40.00 R60.00
v	For a transcription of an audio record, for an A4 size or part thereof	R20.00
vi	For an copy of an audio record	R30.00

4. To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation

5. The actual postage is payable when a copy of record must be posted to a requester.

Note: These fees may change from time to time, it should be seen as a guideline only