

APPENDIX B

This appendix details the fees that the organisation can charge for completing any request from a data subject. The organisation may use its discretion when charging fees, and any fees charged may not exceed those listed in this appendix.

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

A requestor is required to pay the prescribed fees (R50.00) before a request will be processed, and records may be withheld until the fees have been paid.

Reproduction fees

The fees for the reproduction of records are as follows:

For every photocopy of an A4-size page or part thereof	R1,10
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
For a copy in a computer-readable form on: Electronic media, i.e., diskette	R7,50
Compact disc / USB	R70,00
For a transcription of visual images, for an A4-size page or part thereof	R40,00
For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R20,00

Access fees

The access fees payable by a requestor are as follows:

For every photocopy of an A4-size page or part thereof	R1,10
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
For a copy in a computer-readable form on: Electronic media, i.e., diskette	R7,50
Compact disc / USB	R70,00
For a transcription of visual images, for an A4-size page or part thereof	R40,00
For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R20,00
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 purposes of section 22(2) of the Act, the following applies:

- 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 requestor.