



T.O.M.S. Sound & Music (Pty) Ltd

Reg. No.: 1997/004027/07

1 Alec Road (Cnr Pyramid & Alec)
Isandovale, Edenvale, South Africa 1609
P. O. Box 112, Bramley, Johannesburg, South Africa 2090
Tel: +27 11 974 0633

FORM FOR APPLICATION OF INFORMATION REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

In terms of Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No.2 of 2000)

A. Particulars of Private Body

The Head: _____

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 email address in the Republic of South Africa, 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 to the request.

Full Names and Surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____

Email Address: _____

Capacity in which the 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: _____



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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.
- (b). If the provided space is inadequate, please continue on a separate document and attach it to this form. **The requester must sign all additional documents attached.**

1. Description of Record: _____
2. Reference Number, if available: _____
3. Any further particulars of record: _____

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 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 the record.
- (d). If you qualify for exemption of the payment, please state the reason for the exemption.

Reason for exemption from payment of fees:

F. Form of access of Record

If you are prevented by a disability to read, view or listen to the record in the form of access provided hereunder, state your disability as well as how you require the record to be prepared for you.

Disability: _____

How do you require the record to be prepared: _____



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NOTES:

- (a). Compliance with your request to provide the record in your specific format, depends on the form the requested record is in at the time of the request.
- (b). Access to the form requested may, in certain circumstances, be refused. In such a case, you will be notified if your request will be granted for access to the record but in a different format.
- (c). The fee payable for access to a record will partly be determined by the format the record requested is in.

Make your selection with an X

1. If the record is in printed or handwritten format:

- ☐ Copy of the record
- ☐ Inspection of the record

2. If the record consists of visual images:

- ☐ View and/or copy the images
 - ☐ Transcription of the images
- This includes slides, photographs, video recordings, sketches etc

3. If the record consists of audio recordings, or information that can be reproduced in sound:

- ☐ Listen to the soundtrack (audio file)
- ☐ Transcription of soundtrack (written or printed document)

4. If a record is held on computer or in an electronic format:

- ☐ Printed copy of record
- ☐ Copy in computer readable format
- ☐ Record copied onto a USB or other suitable storage device

If you requested a copy of or transcription of a record as detailed above, do you wish a copy to be posted to you? Postage is payable.

YES:

NO:



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G. Particulars of right to be exercised or protected.

If the provided space is inadequate, please attach a separate document to this request.
All additional documents must be signed by the requester.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercising and or protection of this right:

H. Notice of decision regarding request for access.

You will be notified in writing as to whether your request for the required record has been granted or denied.
If you wish to be informed of this decision in another manner, please specify the manner in which you would prefer to be notified and provide the necessary contact details in order for us to comply with your request.

How would you prefer to be notified of the decision to provide access to the requested record?

Signed at _____ this _____ day of _____ 20____