

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 2]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by: _____

(state rank, name and surname of information officer/deputy information officer)

on _____ (date) at _____ (place).

Request fee (if any): R.....

Deposit fee (if any): R.....

Access fee: R.....

SIGNATURE OF INFORMATION
OFFICER/DEPUTY
INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer: Information Officer Department of Public Works

B. Particulars of person requesting access to the record

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

Full names and surname Vinayak Bhardwaj

Identity/Passport number: AN541582

Postal address: **M&G Media, 13th Floor, Metropolitan Life Building, 7
Coen Steytler Avenue, Cape Town,**

Telephone number: 02140259028

E-Mail Address bhardwajvinayak@gmail.com

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.

Company: M&G Centre for Investigative Journalism

Company registration number: 2009/024323/08

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 folio and attach it to this form. **The requester must sign all the additional folios.***

We request all records in documentary form which:

1. Pertain to the procurement by the State of goods or services to improve, upgrade, alter, add to or secure the Nkandla Estate of the President;
2. Relate in whole or in part to the financial implications of the above; and
3. Were created during the period May 2009 to present.

These records will include, in particular, any documents evidencing:

- a. needs assessments/motivations;
- b. budgetary availability;
- c. bid evaluations and outcomes; and
- d. contracts awarded and their values.

For the purpose of this request the Nkandla Estate is defined as: the immovable property and improvements within and including the perimeter of the property at Nkandla owned by or under the control of the President; and any improvements outside the perimeter of the same property but aimed at facilitating the functioning of the property or the President's security, well-being or performance of his duties.

We note that while the Act under certain circumstances allows information to be withheld, among other reasons for the protection of individuals (section 38), the Act also imposes a duty (section 28) to sever and provide information which can reasonably be severed and does not contain the information which cannot be disclosed. We emphasise that our interest is not in the technical detail of security-sensitive improvements, but in the financial implications of procurement by the State in respect of Nkandla Estate.

To the extent that this request may not be directed at the appropriate public body, we request that you transfer the request or part of the request to the appropriate body, in terms of section 20 of the Act.

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:

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 hereunder, state your disability and indicate in which form the record is required.

Disability: _____

Form in which record is required: _____

Mark the appropriate box with an "X".

NOTES:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) 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.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in printed form:

X	Copy of record*		Inspection of record
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2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc).				
	view the images	X	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
	Listen to the soundtrack (audio cassette)	X	transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine – readable form:				
	Printed copy of record*	X	Printed copy 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? A postal fee is payable.				YES X NO
<i>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.</i>				
In which language would you prefer the record? ENGLISH				

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 thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
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How would you prefer to be informed of the decision regarding your request for access to the record?

PLEASE EMAIL TO bhardwajvinayak@gmail.com

Signed at Cape Town this 6th day of July 2012

SIGNATURE OF REQUESTER on behalf of