

**ANNEXURE A**

**FORM C  
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

[Regulation 10]

**A. Particulars of Private Body:**

Information Officer  
Parklands College

Address: 91 Raats Drive, Table View, 7441  
Postal Address: P O Box 11546, Bloubergrant, 7443  
Tel: (021) 521 2700  
Email: [privacy@parklands.co.za](mailto:privacy@parklands.co.za)

**B. Particulars of the person requesting access to the record or records**

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

**Full Names and Surname:**

**Identity Number:**

**Postal Address:**

**Mobile Number:**

**Email Address:**

**Capacity in which the request is made, when made on behalf of another person:**

**C. Particulars of the 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.*
- (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.***

**Description of record or relevant part of the record:**

**Reference number, if applicable:**

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

<b>Disability:</b>	<b>Form in which record is required:</b>

Mark the appropriate box with an X.

**NOTES:**

- a) Compliance with your request for access in the specified form may depend 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

<b>1. If the record is in written or printed form</b>			
	Copy of Record		Inspection of Record
<b>2. If record consists of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>			
	View the Images		Transcription of Images
	Copy of Images		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	Listen to the soundtrack (audio device)		Transcription of a soundtrack (written or printed document)
<b>4. If a record is held on a computer or in an electronic or machine-readable form:</b>			
	Printed copy of a record		Printed copy of information derived from the record
	Copy in computer-readable form		

**G. Particulars of right to be exercised or protected**

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.***

Indicate which right is to be exercised or protected:

<p>* If you requested a copy of the transcription of a record (above), do you wish the copy or transcription to be posted to you?  <b>Postage is Payable</b></p>	Yes	No
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Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**Signature of Requester/person on whose behalf  
the request is being made**