FORM 2

Request for access to record

(Regulation 7)

Note:

1. Proof of identity must be attached by the requester
2. If requests made on behalf of another person, proof of such authorization, must be attached to this form

To: The Information Officer

_____

_____

_____

(Address)

E-mail Address _____

Fax Number _____

Mark with a "X"

☐ Request is made on my own name ☐ Request is made on behalf of another person

PERSONAL INFORMATION	
Full Name of	
Identity Number	
Capacity in which request is made (when made on behalf of another person)	
Postal address	
Street address	
Email address	
Contact numbers	Tel (By.) _____ Facsimile_____ Cellular _____

PARTICULARS OF RECORDS REQUESTED *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 (if the provided space is inadequate please continue on a separate page and attach it to this form. All additional pages must be signed)*	
Description of record or relevant part of the record	
Reference number, if applicable	
Any further particulars of record	

TYPE OF RECORD *(Mark the applicable box with an "X")*	
Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, videos, recordings, computer – generated images, sketches, etc)*	
Record consists of recorded words or information which can be reported in sound	
Record is held on a computer or in an electronic, or machine- readable form	

FORM OF ACCESS *(Mark with the appropriate box with an "X")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine – readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video, recordings, computer-generated images. Sketches, etc)*	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share / file transfer	
Preferred language (note that if record is not available in language you prefer, access may be granted in the language in which the record is available)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED If the provided space is inadequate, please continue on a separate page and attach it to this form. The requestor must sign all the additional pages	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right	

FEES	
a) A request fee must be paid before the request will be considered b) You will be notified of the amount of the access fee to be paid 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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal Address	Facsimile	Electronic communication *(Please specify)*

Signed at _____this_____day of 20_____

_____

Signature of requestor / person on whose behalf request is made

FOR OFFICIAL USE

Reference number	
Request received by: (state rank, name and surname of information officer)	
Date received	
Access fees	
Deposit (if any)	

_____

Signature of Information Officer