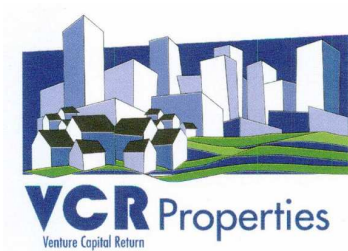


# PROATIA REQUEST FORM

## FORM 1



## VCR Properties (Pty) Ltd

Registration Nr: 2006/020400/07

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**

#### **VCR Properties (Pty) Ltd**

#### **For the Attention of the Information Officer**

Postal: Postnet Suite 155, Private Bag X1028, Lyttelton, 0140

Physical: 3 Crane Court, cnr 7<sup>th</sup> & van Heerden, Halfway Gardens, Midrand 1686

Fax: +27 11 312 3323

Email: [janb@3vprojects.co.za](mailto:janb@3vprojects.co.za)

### **B. Particulars of person requesting access to the record**

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:	
Identity number:	
Postal address:	
Physical address:	
Fax number:	
Telephone number:	
E-mail address:	
Requestor's Capacity, if request is made on behalf of a 3 <sup>rd</sup> party:	Member / Director / Senior Manager / CEO / Owner / President / Chairman /Sole Proprietor / Company Secretary / Trustee / Power of Attorney / Agent / Other (specify below).

Other: \_\_\_\_\_

**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 Name:	
Identity / Registration number:	
Postal address:	
Physical address:	
Fax number:	
Telephone number:	

**D. Particulars of Record**

- 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. The requester must sign all the additional pages.

**Please Remember:**

Section 50( 1) of the Act states:

A requester must be given access to any record of a private body if-

- a. that record is required for the exercise or protection of any rights;
- b. that person complies with the procedural requirements of the Act relating to a request for access to that record; and
- c. access to that record is not refused in terms of any ground for refusal as contemplated in chapter 4 of the Act.

Description of record or relevant portion:	
Reference number, if available	

**E. Fees**

- 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.
- You will be notified of the amount required to be paid.
- 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.

- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption:

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**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in its current form, state your disability and indicate in which form the record is required.

**NOTES:**

- Compliance with your request in the specified form may depend on the form in which the record is available.
- Access in the form requested may be refused in certain circumstances, in which case you will be informed if access will be granted in another form.
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Disability:	
Format of record required:	

**For Written or printed records (please indicate with an X)**

Copy of record

**For records consisting of visual images (including photographs, slides, video recordings, computer generated images, sketches, etc.)**

Copy of record  Transcription of images

**For records in audio format**

Copy in audio format (Audio Cassette)  Transcription of audio

**For records in electronic or computer-readable format**

Electronic copy on Compact Disc  Printed copy of electronic record

**Please indicate method of delivery (note that Postage Fees are payable if record needs to be posted).**

Collection  E-Mail  Postage

**G. Prescribed Fees**

Prescribed fees (for Private Bodies as indicated by the Department of Justice and Constitutional Development) will be charged for requests of Information and are currently as follows:

- R50-00 charged on receipt of requests for Information Forms.
- R1-10 charged for each photocopy of an A4-size page or part thereof.
- R0-75 charged for each printed copy of an A4-size page or part thereof.
- R7-50 charged for each stiffer disc if information is required in computer readable format.
- R70-00 charged for each compact disc if information is required in computer readable format.
- R40-00 charged for each transcription of visual images for an A4-size or part thereof.
- R60-00 charged for each copy of visual images for an A4-size or part thereof.
- R20-00 charged for each transcription of an audio record for an A4-size or part thereof.
- R30-00 charged for each copy of an audio record.

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

- Indicate which right is to be exercised or protected:

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- Please explain why the record requested is required for the exercise or protection of the aforementioned right:

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

You will be notified in writing whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date