

PROMOTION OF ACCESS TO INFORMATION ACT

REQUEST FOR ACCESS TO A RECORD OF A PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000)

A. PARTICULARS OF THE HEAD OF THE PRIVATE BODY

Ms IT Hartlief
Principal Officer
LA Retirement Fund

B. PARTICULARS OF THE PERSON REQUESTING ACCESS TO THE RECORD

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

Full names and surname

Identity number

Postal address

Postal code

Email address

Telephone number Fax number

Capacity in which the request is made, only if made on behalf of another person

C. PARTICULARS OF THE PERSON ON WHOSE BEHALF THE 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

- 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 attached pages.

Description of record or relevant part of the record:

Reference number (if applicable)

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 as the request fee.
- 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 such exemption.

Reason for exemption from payment of fees:

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 hereunder, please state your disability and indicate in which form the record is required.

- a) Compliance with your request 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.

Disability

Form in which the record is required

Mark the appropriate box with an X

- 1. If the record is in written or printed form:
 - Copy of the record Inspection of the record
- 2. If the record consists of visual images (including photographs, slides, video recordings, computer generated images, sketches etc)
 - View images Copy of the images* Transcription of the images*
- 3. If the record consists of recorded words or information which can be reproduced in sound
 - Listen to the soundtrack Transcription of the soundtrack (written or printed)*
- 4. If the record is held on computer or in an electronic or machine readable form
 - Printed copy of record Printed copy of information derived from the record*
 - Copy in computer readable form* (i.e. memory stick)

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? (postage is payable)
Yes No

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

- a) 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 attached 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:

- b) You will be notified in writing if your request has been approved/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?

Signed at this day of 20

Signature of requester/person on whose behalf the request is made