

FORM C

REQUEST FOR ACCESS TO RECORD

[Regulation 10]

NOTE:

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

TO: The Information Officer

Daniel Crous Auctioneers CC (Reg:2010/004300/23)

Private Body

25 Wild Teak Estate, Phyllis Avenue, Montana Park, 0182, Gauteng Province

PO Box 2675, Brooklyn Square, 0075, Gauteng Province.

E-mail address: aciprojects@mweb.co.za

Fax number: N/A

Mark with an "X"

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

PERSONAL INFORMATION

Full Names _____

Identity Number _____

Capacity in which request is made (*when made on behalf of another person*)

Postal Address: _____

Street Address _____

E-mail Address _____

Contact Numbers

Tel. (B): _____ Facsimile: _____

Cellular: _____

Full names of person on whose behalf request is made (*if applicable*):

Identity Number _____

Postal Address: _____

Street Address _____

E-mail Address _____

Contact Numbers

Tel. (B): _____

Facsimile _____

Cellular _____

PARTICULARS OF RECORD 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 available _____

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, video recordings, computer-generated images, sketches, etc.*) ☐

Record consists of recorded words or information which can be reproduced in sound ☐

Record is held on a computer or in an electronic, or machine-readable form ☐

FORM OF ACCESS

(Mark the applicable 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 drive (*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 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 the record is not available in the language you prefer, access may be granted in the language in which the record is available)

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

Note: In terms of Section 50 of the Promotion of Access to Information Act, 2000, you must state which constitutional or legal right you are exercising or protecting, and provide an explanation of why the record is required for the exercise or protection of that right.

Examples of rights that may be exercised or protected:

1. The right to access to information – Section 32 of the Constitution
2. The right to fair labour practices – Section 23 of the Constitution
3. The right to property – Section 25 of the Constitution
4. The right to privacy – Section 14 of the Constitution
5. The right to just administrative action – Section 33 of the Constitution
6. The right to equality – Section 9 of the Constitution
7. Contractual rights in terms of a sale agreement, lease, or mandate
8. Statutory rights under the Property Practitioners Act, FICA, or Consumer Protection Act

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.

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 Requester/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