

WHAT TO DO: 5 STEPS

1. GET & COMPLETE FORM C

Download: www.inforegulator.org.za OR email us: aciprojects@mweb.co.za

Fill in: Your details + *exact* record you want + how you want it: inspect, email, copy, flash drive.

2. PAY R140.00 REQUEST FEE

Bank: FNB | **Acc Name:** Daniel Crous Auctioneers | **Acc No:** 62258089187 | **Ref:** PAIA + Your Name

DON'T PAY if: You want your own personal info, OR earn <R14,712 p/a single / <R27,192 p/a married, OR it's for maintenance. Attach proof if exempt.

3. SUBMIT YOUR REQUEST

Email to: aciprojects@mweb.co.za

Attach: 1. Completed Form C 2. Copy of ID 3. Proof of payment OR exemption proof

4. WAIT FOR OUR DECISION: 30 DAYS

We confirm receipt in 7 days. Decision in 30 days. If approved, we'll send you an *Access Fee Quote*.

5. PAY ACCESS FEE & COLLECT RECORD

Common fees: Photocopy **R3.00/page** | Email PDF **R3.00/page** | Flash drive **R70.00** | Search **R140.00/hr** *first 2 hrs free*.

Pay the quote. We send/give you the record once paid. If fee >R600 we may ask 1/3 deposit first.