



**FORM 3**  
**OUTCOME OF REQUEST AND OF FEES PAYABLE**  
 [Regulation 8]

Note:

1. If your request is granted –
  - (a) amount of the deposit, (if any) is payable before your request is processed; and
  - (b) requested record / portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence

Reference Number: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your request dated \_\_\_\_\_ refers.

**1. You requested:**

Personal inspection of information at registered address of public 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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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**OR**

**2. You requested:**

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	

**3. To be submitted:**

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)	
Email of information (including sound tracks 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)	



Kindly note that your request has been:

Approved

Denied, for the following reasons:


**4. Fees payable with regard to your request:**

Item	Cost per A4-size Page or part thereof/item	Number of Pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive To be provided by requester	R40.00		
(ii) Compact disc If provided by requester	R40.00		
If provided to the requester	R60.00		
For transcription of visual images per A4-per size page	Service to be outsourced. Will depend on the quotation of the service provide		
Copy of visual images			
Transcription of audio record, per A4-size	R24.00		
Postage, email or any other electronic transfer	Actual costs		
<b>TOTAL:</b>			

**5. Deposit payable (if search exceeds six hours):**

No

Yes

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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The amount must be paid into the following bank account:

Account Holder: eThekweni Municipality  
Name of Bank: Nedbank  
Account Number: **1107821126**  
Reference No: \_\_\_\_\_  
Submit proof of payment to: [Andiswa.Ngejane@durban.gov.za](mailto:Andiswa.Ngejane@durban.gov.za)

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of information officer