

MIDSTREAM ELECTRICAL SUPPLIES (PTY) LTD - 2003/018629/07

Access Request Form

	FOR OFFICE USE ONLY	Reference Number:
		Received by:

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 10)

A. Particulars of Midstream Electrical Supplies (Pty) Ltd

Requests can be submitted either via conventional mail or fax and should be addressed to the relevant contact person as indicated below:

Contact Person: Adri Rooseboom
Postal Address: P O Box 3, Midstream Estate, 1692
Physical Address: Bondev Park, 3 Ashford Street, Midstream Estate 1692
Phone Number: (012) 687-1300
E-mail address: adrir@midstream.co.za

B. Particulars of Person requesting access to the record/s

- (a) *The particulars of the person who requests access to the records must be provided in the space provided below.*
- (b) *Furnish an address and/or fax number within the Republic of South Africa to which information must be sent.*
- (c) *Proof of the capacity in which a person is making the request must be attached, if applicable, must be attached.*

Full Name and Surname: _____
Identity Numbers: _____
Postal Address: _____
_____ Postal Code: _____
Telephone Number: _____
Fax Number: _____
E-mail Address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made:

This section must only be completed if a request for information is made on behalf of another person.

Full names and Surname: _____
Identity Number: _____

D. Particulars of Record/s required:

- (a) Provide full particulars of the record/s to which access is required, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios or other annexure.

1. Description of the Record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of the record/s required:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about the requester will be processed only after a non-refundable request fee of R57.50 (VAT included) has been paid.
- (b) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare the record.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

Reason for exemption of payment of the fee/s:

F. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X.

NOTES:

- (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 under certain circumstances. In such a case you will be informed whether 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.

1. If the record is in written or printed form:

Copy of Record Inspection of Record

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer generated images, sketches, etc)

View of Images Copy of the Images Transcription of the Images

3. If the record is held on computer in an electronic or machine-readable form:

Printed copy of record

Printed Copy of information derived from the record

Copy in computer readable form (stiffy or compact disc)

G. Particulars of right to be exercised or protected:

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

1. Indicate which right is to be exercised or protected:

2. Explain why the requested record(s) is required for the exercising or protection of the aforementioned rights(s):

H. Notice of decision regarding request for access:

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

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

Signed at _____ on this the _____ day of _____ 20_____.

SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF REQUEST IS MADE