



Section/division: Company Secretary

Telephone number: 011-545-1000

Physical address: Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng

Postal address: Private Bag X73, Halfway House 1685

Fax Number:

011-545-1465

Form Number: CA 183-113

Website: [www.caa.co.za](http://www.caa.co.za)

<b>DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE</b>	
Bank: Standard Bank of SA Ltd	Branch: Brooklyn, Pretoria Branch Code: 011245 Account Number: 013007971
<b>COMPULSORY CLIENT PAYMENT CODE (to be completed on deposit slip)</b>	
Service/transaction	Over the counter payments EFT, Internet, Wire, Electronic payments
Fees: charged i.t.o. Information Act	

## REQUEST FOR ACCESS TO RECORDS OF PUBLIC BODY

**(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))**

**[Regulation 6]**

### FOR DEPARTMENTAL USE

Reference number:			
Request received by	<i>(full names, rank and particulars of the information officer/deputy information officer)</i>		
Request received on		<i>(date)</i>	at <i>(place)</i>
Request fee (if any):	R		
Deposit (if any):	R		
Access fee:	R		
<b>SIGNATURE OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	

#### A. Particulars of public body

The Information Officer / Deputy Information Officer:

#### **SOUTH AFRICAN CIVIL AVIATION AUTHORITY (CAA)**

Physical address	Ikhaya Lokundiza, Treur Close, Waterfall Park, Midrand
Postal address	Private Bag X73, Halfway House, 1685
Telephone number	011-545-1000
Fax number	011-545-1465

<b>B. Particulars of person requesting access to the record</b>			
(a) The particulars of the person who requests access to the record must be given below.			
(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.			
(c) 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
Fax number			
Telephone number		E-mail address	
Capacity in which request is made, when made on behalf of another person:			
<b>C. Particulars of person on whose behalf request is made</b>			
This section must be completed ONLY if a request for information is made on behalf of another person.			
Full names and surname			
Identity number			
<b>D. Particulars of record</b>			
(a) 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.			
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.			
(c) The requester must sign all the additional folios.			
1.	Description of record or relevant part of the record:		
2.	Reference number, if available		
3.	Any further particulars of record		

<b>E. Fees</b>	
(a) 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.	
(b) You will be notified of the amount required to be paid as the request fee.	
(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 for exemption from payment of fees:	

<b>F. Form of access to record</b>					
If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.					
<b>Disability:</b>			<b>Form in which record is required</b>		
<i>Mark the appropriate box with an X.</i>					
<b>NOTES:</b>					
1. Compliance with your request for access in the specified form may depend on the form in which the record is available.					
2. 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.					
3. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.					
4. 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 (see paragraph 6 below).					
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 the images		copy of the images *		transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:					
listen to the soundtrack (audio cassette)			transcription of soundtrack* (written or printed document)		
4. If 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*(stiffy or compact disc)	
5. 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.				<b>YES</b>	<b>NO</b>
6. In which language would you prefer the record?					
<b>G. Notice of decision regarding request for access</b>					
You will be notified in writing whether 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?					
<b>SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE</b>		<b>NAME IN BLOCK LETTERS</b>		<b>DATE</b>	
Place of signature					

<b>FEES IN RESPECT OF PUBLIC BODIES (PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000))</b>	
The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.	
The fees for reproduction referred to in regulation 7(1) are as follows:	
For every photocopy of an A4-size page or part thereof	R0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
<b>For a copy in a computer-readable form:</b>	
(i) on a stiffy disc	R5.00
(ii) on a compact disc	R40.00
For a transcription of visual images, for an A4-size page or part thereof	R22.00
(iii) For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R12.00
For a copy of an audio record	R17.00
The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is	R35.00
<b>The access fees payable by a requester referred to in regulation 7(3) are as follows:</b>	
For every photocopy of an A4-size page or part thereof.	R0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
<b>For a copy in a computer-readable form:</b>	
(i) on a stiffy disc	R5.00
(ii) on a compact disc	R40.00
For a transcription of visual images, for an A4-size page or part thereof	R22.00
For a copy of visual images	R60.00
For a transcription of an audio record, for an A4-size page or part thereof	R12.00
For a copy of an audio record	R17.00
To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15.00

<b>For purposes of section 22(2) of the Act, the following applies:</b>	
<ul style="list-style-type: none"> <li>• Six hours as the hours to be exceeded before a deposit is payable; and one third of the access fee is payable as a deposit by the requester.</li> <li>• The actual postage is payable when a copy of a record must be posted to a requester.</li> </ul>	