


**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT NO.2 OF 2000 (AS AMENDED)**

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PART D
ANNEXURE A (FORM 1): REQUEST FOR A COPY OF THE GUIDE [Regulation 3]

TO: The Information Officer

Cnr. Trematon and Lascelles Streets
Athlone
Cape Town
7760

I,

Full Names:			
In my capacity as (<i>mark with "X"</i>):	Information Officer:		Other:
Name of Public/Private Body (if applicable):			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact Numbers:	Tel. (B):		Cellular:

Hereby request the following copy(ies) of the Guide:

Language (<i>mark with "X"</i>):	No of Copies	Language (<i>mark with "X"</i>):	No of Copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Manner of Collection (*mark with "X"*):

Personal Collection	Postal Address	Facsimile	Electronic Communication (Please Specify)

Signed at _____ this _____ day of _____ 20 ____.

Signature of Requester