




<div></div>	MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 (AS AMENDED)			
	Author:	Information Officer	Issue Date:	July 2025
	Approver:	Information Officer	Review Date:	July 2026
	Doc. No:	APO014-06	Issue No:	06

2. You Requested

Printed copies of the information <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription or virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
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	
Facisimile of information in written or printed format <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(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)</i>	

Kindly note that your request has been:

Approved ☐

Denied ☐


For the following reasons:


**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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**4. Fees payable with regards 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 requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-sizepage	Service to be outsourced. Will		
Copy of visual images	depend on the quotation of the		
	service provider		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60. 00		
Postage, e-mail or any other electronictransfer:	Actual costs		
TOTAL:			

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1. Deposit payable (if search exceeds six hours):

Yes ☐

No ☐

Hours of search		Amount of deposit <i>(calculated on one third of total amount per request)</i>	
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The amount must be paid into the following Bank account:  
Name of Bank:

Name of account holder: **SAMWUMED**  
Type of account: **CORPORATE CHEQUE ACCOUNT**  
Account number: 51330013990  
Branch Code: 204109  
Reference Nr: Name and Surname + PAIA Ref. No.  
Submit proof of payment to: [francinam@samwumed.org](mailto:francinam@samwumed.org) or [legalcompliance@samwumed.org](mailto:legalcompliance@samwumed.org)

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

\_\_\_\_\_

Information Officer