

Fees in respect of a Private Body

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R140. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 22(6)]

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4 size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on (iii) Flash drive (to be provided by requester) (iv) Compact disk • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4 size	Service will be outsourced. Will depend on quotation from Service provider
6.	Copy of visual images	
7.	Transcription of an audio record per A4-size page	R24.00
8.	Copy of an audio record on: (v) Flash drive (to be provided by requester) (vi) Compact disk • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
9.	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. Do not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail or any other electronic transfer	Actual expense if any