



## ANNEXURE B

### 9.1.5 Reproduction fees

Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

The applicable fees for reproduction as referred to above are:

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* For every photocopy of an A4-size page or part thereof	1,10
* For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
* For a copy in a computer-readable form on:	
- stifty disc	7,50
- compact disc	70,00
* - A transcription of visual images, for an A4-size page or part thereof	40,00
- For a copy of visual images	60,00
* - A transcription of an audio record, for an A4-size page or part thereof	20,00
- For a copy of an audio record	30,00
thereof	20,00
- For a copy of an audio record	30,00
* To search for a record that must be disclosed, R30,00 per hour or part of an hour reasonably required for such search.	
* Where a copy of a record needs to be posted the actual postal fee is payable.	

### 9.1.6 Deposits

Where a private body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.