Promotion of Access to Information Act (PAIA) manual (2013)

Prepared in terms of section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA)
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1. **INTRODUCTION**

1.1 The right of access to information is entrenched in section 32 of the Constitution of the Republic of South Africa. Section 32 provides that everyone has the right of access to any information held by the state or held by any other person, which is to be used for the protection or exercise of any right. The PAIA is the law that gives effect to section 32 of the Constitution. This act is regulated by the South African Human Rights Commission (SAHRC), was approved by Parliament on 2 February 2000 and came into effect on 9 March 2001.

1.2 The purpose of the act is to promote transparency, accountability and good governance by empowering and educating the public to:

- understand and exercise their rights
- understand the functions and operations of public bodies
- effectively scrutinise and participate in decision-making by public bodies that affects their rights.

1.3 According to the act, any person can demand records from public and private bodies without giving a reason. Public and private bodies currently have 30 days to respond (reduced from 60 days before March 2003 and 90 days before March 2002) to the request.

1.4 Organisations are required to compile a manual to serve both as an index of records held by public bodies and as a guide for requesters. The manual describes the procedure to be followed when requesting records. Section 32 of the PAIA requires every information officer to submit annually (reporting period 1 April – 31 March) a report on certain statistics relating to the PAIA and submit it to the SAHRC outlining the number of requests made and how they were dealt with.

1.5 The AGSA embraces this opportunity to incorporate the act’s guidelines into its policies and procedures not only from a legal standpoint, but also as an opportunity to encourage open communication in the organisation. To help us comply, a process for handling requests within the AGSA is explained in the manual.

1.6 This manual is also available in Afrikaans and Northern Sotho. Copies in other official languages may be made available by the information officer on request.

1.7 Forms for requests are attached in appendix A of this manual.

1.8 The AGSA’s approved file plan can be consulted as an index when requesting information from the organisation.

1.9 This manual is published in accordance with section 14 of the PAIA. It contains a description of the structure, functions and services of the AGSA and the availability of its records as a public body.

2. **PURPOSE**

The purpose of this manual is to:
2.1 identify the structure and functions of the AGSA and describe the organisation’s records system in order to facilitate the implementation of the PAIA

2.2 inform a person on how to obtain access to records held by the AGSA, thereby giving effect to section 14 of the PAIA.

3. THE STRUCTURE, FUNCTIONS AND SERVICES OF THE AGSA

3.1 Legislative mandate

The AGSA has a constitutional mandate and as the Supreme Audit Institution (SAI) of South Africa, it exists to strengthen our country’s democracy by enabling oversight, accountability and governance in the public sector, thereby building public confidence. The role of the AGSA is defined in section 188 of the Constitution. The Constitution stipulates that the AGSA is the external auditor of all national and provincial state departments and administrations, all municipalities and any other institution or accounting entity required by national or provincial legislation to be audited by the AGSA. Section 188 of the Constitution places a specific responsibility on the AGSA, namely to audit and report on the accounts, financial statements and financial management of:

a) all national and provincial state departments and administrations
b) all municipalities
c) any other institution or accounting entity required by national or provincial legislation to be audited by the auditor-general (AG).

The Constitution further allows the AGSA to audit and report on the accounts, financial statements and financial management of:

a) any institution funded from the National Revenue Fund or a provincial revenue fund or by a municipality
b) any institution that is authorised in terms of any law to receive money for a public purpose.

In addition to the requirements of the Constitution, the AGSA shall, among others, perform the duties specified in the Public Audit Act, 2004 (Act No. 25 of 2004) (PAA). In terms of section 13(3)(b) of the PAA, the AGSA may issue directives on the standards for audits. These directives are issued annually in the form of a government notice. All public sector audits must be conducted in terms of the directives and reference should be made to the relevant government notice in all documentation in addition to ISA 2.

An audit, as stated in section 1(1) of the PAA, is defined as the examination or investigation, in accordance with any applicable audit standards, of those aspects to be reported on in terms of section 20 or 28 of the act.

The AG is appointed by the President, on the recommendation of the National Assembly, for a non-renewable term of between five and 10 years.

The statutory mandate for the functions of the AGSA is enshrined in the Constitution and the PAA. The PAA, which repealed both the Auditor-General Act, 1995 (Act No. 12 of 1995) and the Audit Arrangements Act, 1992 (Act No. 122 of 1992), establishes and assigns functions to the AG as well as his/her duties regarding the administration thereof. The PAA defines the AGSA as the supreme and independent audit institution of the Republic, subject only to the Constitution and the law. The PAA also states that the AG is empowered to perform his/her functions without fear, favour or prejudice. The AG is in overall control of and accountable for his/her administration.

3.2 Audit Services

3.2.1 Regularity Auditing

Regularity auditing comprises both financial auditing and the consideration and testing of compliance with laws and regulations. The audit approach followed at the AGSA is a combination of a risk-based and a transaction cycle approach.

a) Financial audit

Section 20(2)(a) of the PAA requires that an audit report must reflect such opinions and statements as may be required by any legislation applicable to the auditee which is the subject of the audit, but must reflect at least an opinion or conclusion on –

Whether the annual financial statements of the auditee fairly present, in all material respects, the financial position at a specific date and results of its operations and cash flow for the period which ended on that date in accordance with the applicable financial framework and legislation.
The objective of a financial audit is to enable the auditor to express an opinion on the fair presentation in the financial statements in accordance with an applicable financial reporting framework and/or statutory requirements. An audit of financial statements is an assurance engagement. An ‘assurance engagement’ means an engagement in which an auditor expresses a conclusion designed to enhance the degree of confidence of the intended users, other than the responsible party, about the outcome of the evaluation or measurement of a subject matter against a criterion.

The auditor should determine whether the financial reporting framework adopted by management in preparing the financial statements is acceptable, taking into account the nature of the auditee.

b) Compliance with laws and regulations

Section 20(2)(b) of the PAA requires that an audit report must reflect such opinions and statements as may be required by any legislation applicable to the auditee which is the subject of the audit, but must reflect at least an opinion or conclusion on the auditee’s compliance with any applicable legislation relating to financial matters, financial management and other related matters.

This aspect of regularity auditing should not be confused with tests of controls that the auditor performs to establish the adequacy and reliability of an entity's accounting and internal control system. It is, however, accepted that non-compliance with laws, rules and regulations will have an impact on the accounting and internal control system, and vice versa.

Auditors must not provide opinions (in a legal sense) on a public sector entity's compliance with laws and regulations other than the general assurance provided as a result of the annual audit.

This principle is supported, among others, by ISA 250, which states:

Whether or not an act constitutes non-compliance is a legal determination that is ordinarily beyond the auditor's professional competence. The auditor's training, experience, and understanding of the entity and its industry may provide a basis for recognition that some acts coming to the auditor's attention may constitute non-compliance with laws and regulations. The determination as to whether or not a particular act constitutes or is likely to constitute non-compliance is generally based on the advice of an informed expert qualified to practice law, but ultimately can only be determined by a court of law.

3.2.2 Auditing of performance information

Section 20(2)(c) of the PAA requires the AGSA to prepare a report on the audit to reflect an opinion or conclusion on the reported information relating to the performance of the auditee against predetermined objectives.

The PAA requirements related to the auditing of performance information are applicable to the whole sphere of government as reflected in section 4 of the PAA, including national, provincial and local government, public entities – those the AGSA opts to audit and opts not to audit – and other institutions funded with public monies or institutions that receive money for public purposes.

During 2003 a study was conducted and a strategy, which includes an approach to phase in performance information audits, was developed. As part of the strategy a stretch target of seven years was proposed. The AG and executive committee (Exco) in 2003 agreed on the strategy, approach and underlying principles for auditing performance information. It is therefore anticipated
that an audit opinion or conclusion can only be expressed by the AG after the implementation of the strategy and approach.

*General Notice No. 808* issued in *Government Gazette No. 28954 of 23 June 2006* states that “until further information is published in this respect no separate opinion on performance against predetermined objectives should be included in the audit reports”. Conclusions in this regard will be reached as part of the financial audit process. Reporting will be in respect of material shortcomings in the process of reporting against predetermined objectives that may come to the attention of the auditor during the audit and that may impact on public interest.

*a) Financial management*

In terms of the Constitution, the mandate of the AGSA requires that financial management be audited.

There have been several developments in the coverage of financial management within the AGSA over the past few years. This has culminated in an approach where all entities are evaluated against a capability model.

3.2.3 **International auditing**

The AGSA has, for a period of more than 10 years, engaged in international audits. In addition to the reappointment as a member of the Board of External Auditors of the United Nations, the AGSA was appointed as the external auditor of the United Nations Industrial Development Organization, the Special Court for Sierra Leone, as well as the International Centre for Genetic Engineering and Biotechnology. Each engagement included a number of separate audits. In addition to those engagements, the office rationalised its international auditing activities to include the audit of the Department of Foreign Affairs, the African Renaissance and International Cooperation Fund in this portfolio. The International Division was created in June 2001 and comprised a small permanent establishment, complemented by a large pool of staff selected from the office countrywide. This was a unique division in that it reflected the office as a whole.

3.2.4 **Special audits**

A special audit, as contemplated in section 5(1)(d) of the PAA, is defined as a detailed review and/or analysis, in accordance with any applicable audit standards, of those aspects to be reported on in terms of section 20 or 29 of the act. A special audit may be performed where the AGSA –

- considers it to be in the public interest
- receives a complaint relating to such institution or its affairs
- receives a request relating to such institution or its affairs
- deems it appropriate.

A special audit will result in an audit report (as contemplated in section 20 of the act) or a special report (as contemplated in section 29 of the act).

3.2.5 **Strategic Audit Projects and Outreach Programmes**

**Strategic Audit Projects**

The business unit looks after the following projects in Audit Services:

- Contract work management
• Audit fee management
• Regularity audit coordination
• Audit quality management

**Institutional Cooperation**
The Institutional Cooperation Business Unit (ICBU) supports audit business units in managing the relationship with their constitutional stakeholders.

### 3.3 Internal Operations and Audit Support

This portfolio was established to provide specialist advisory services to support effective decision-making for the organisation.

The portfolio is based on a service delivery model that is designed to achieve:

- an efficient and cost-effective capacity
- a responsive output-based capability
- streamlined and enhanced processes.

The International Operations and Audit Support portfolio is divided into the following three sub-portfolios:

#### 3.3.1 Non-Regularity Audits

**Information Systems Auditing**

Information Systems Auditing (ISA) plays an important role in the activities of the audit office. Most of the more than 1 300 entities audited annually by the AGSA use computerised information systems that vary considerably in size and complexity. The role of ISA is to support the functional audit components to efficiently and effectively discharge their responsibilities in the information systems environment by undertaking information systems auditing research and development and providing training, coordination, quality assurance and specialised information systems audits and support.

**Performance Auditing**

**Category 1**

A category 1 performance audit is conducted by means of a value-for-money approach. The principle of integrated auditing comprises the integration of the value-for-money assertion into the regularity audit process. The auditing of economic procurement and efficient utilisation of resources is therefore done during systems evaluation and transaction testing as part of the routine audit process.

Section 20(3) of the PAA provides that the AG may report on whether the auditee’s resources were procured economically and utilised efficiently and effectively.

**Category 2**

A category 2 performance audit is defined as a performance audit conducted according to the guideline for the planning and execution of and reporting on performance audits in the public sector, but is not conducted on one of the approved performance auditing themes. The focus area will be determined during the planning phase of the audit.
Category 3
A category 3 performance audit is defined as a performance audit conducted according to the guideline for the planning and execution of and reporting on performance audits in the public sector, but is conducted on one of the transversal themes.

Investigations
Investigation, as contemplated in section 5(1)(d) of the PAA, is defined as an independent and objective process where procedures are performed in accordance with AG guidelines to facilitate the prevention, detection and investigation of maladministration, improbity and probity in the accounts, financial statements and financial management of an institution referred to in section 4(1) and section 4(3) of the act, and which may result in legal proceedings for adjudication. An investigation may be performed where the AGSA –
- considers it to be in the public interest
- receives a complaint relating to such institution or its affairs
- receives a request relating to such institution or its affairs
- deems it appropriate.

This may result in a report (as contemplated in section 20 of the PAA) or a special report (as contemplated in section 29 of the PAA).

3.3.2 Technical Support and Learning
    Audit Research and Development
    Quality Control
    Learning and Development

3.3.3 Communications and Technology
    Information and Communications Technology
    Information and Knowledge Management
    Communication

3.3.4 Internal Operations
    Human Capital
    Finance
    Business Process Management
    Legal Services

3.4 Corporate Office
The DAG portfolio looks into corporate services of the office. It comprises the following business units:
    Transformation and Ethics
    Organisational Leadership and Development
    Planning, Monitoring, Evaluation and Risk
    Corporate Secretariat and Support
4. **The section 10 guide on how to use the act – section 14(1)(c)**

The South African Human Rights Commission (SAHRC) has, in terms of section 10 of the PAIA, compiled a guide on how to use the PAIA. This guide will be made available at the commission and our offices. Any queries relating to the guide should be directed to the commission at:

The South African Human Rights Commission  
PAIA Unit  
Research and Documentation Department  
Postal address: Private Bag 2700  
Houghton, 2041  
Telephone: (011) 484 8300  
Fax: (011) 484 0582  
Website: www.sahrc.org.za  
Email: PAIA@sahrc.org.za

5. **Access to records held by the AGSA**

5.1 Certain records, excluding records with restricted access, are automatically available without a person having to request them through the PAIA (see paragraph 6.1 of this manual).

5.2 Other records maintained by the AGSA must be requested from the information officer in terms of the procedures defined in sections 17 to 32 of the PAIA.

5.3 Access to the AGSA records is provided in designated areas such as the boardrooms, library, etc. under the supervision of the records manager.

6. **Categories of AGSA records**

6.1 **Automatic access & disclosures – section 15(1)(a), Regulation 5 A**

All information available on our website [http://www.agsa.co.za](http://www.agsa.co.za) is voluntarily disclosed.

- Activity reports (discontinued)
- Annual reports of the AGSA
- Audit reports on national departments and public entities
- Audit reports on provincial departments and public entities
- Budget and strategic plans of the AGSA
- Corporate communication publications
- General reports on provincial audit outcomes
- General reports on national audit outcomes
- General reports on local government audit outcomes
- Quarterly reports of the AGSA on the submission of financial statements by municipalities (section 133 reports)
- Special reports
- Special reports of the AGSA on the delays in tabling annual reports (section 65 reports)
- Specialised audit reports (including information systems audits, performance audits and
special investigations)

- Stakeholder and public affairs information

6.2 **The following documents are not automatically available – section 33**

According to the PAIA these documents should be made available on request from members of the public following certain procedures required by the act and at certain times disclosure may be refused:

6.2.1 **Operational information and agreements relating to the following categories:**

- AGSA’s internal investigation files
- Directives, resolutions and instructions of Exco
- Agreements with any of the AGSA stakeholders be it any individual, government or administration
- Rental agreements, title deeds, mortgage bonds and notarial bonds relating to movable and immovable property
- Memorandums of understanding

6.2.2 **Financial and accounting records relating to the following categories:**

- Bank account records
  - Books of account and financial statements
- Annual budget and corporate plan as provided for in the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- VAT, SITE and PAYE records
- Accounting records
- Asset registers
- Tender and bid documentation
- Service level agreements with suppliers

6.2.3 **Human resource records relating to the following categories:**

- Personnel files
- Contracts, conditions of service and other agreements
- Statutory employee records
- Pension fund records of the pension fund established
- Medical scheme records
- Budget and budget projections
- Employee wellness records
- Employee payments and benefits
- Correspondence with internal and external parties
- Minutes of staff, Exco and Audit Committee meetings

7. **How to submit a request for information to the AGSA**

Requests for access to records of the AGSA may be submitted to head office, 300 Middel Street, Muckleneuk, Pretoria, or to any of the provincial/regional offices. The request must be submitted on the prescribed form. A copy of the form is attached as appendix C. All relevant parts must be completed.

Request forms will be available at head office and all provincial/regional offices.
Once completed, the form must be forwarded to a deputy information officer. The names, addresses and contact details of all deputy information officers are listed in appendix B.

In terms of the act, where the records requested do not contain personal information of the requester, a request fee is payable by the requester before the request can be dealt with. A further access fee is payable before access to the relevant records is granted.

8. **The remedies available if the provisions of the act are not complied with – section 14(1)(h)**

Any requester dissatisfied with any decision of the AGSA in respect of a request for access to a record of the office may approach the High Court or another court of similar status to seek redress. The act does not make provision for internal appeals within the AGSA. The courts will thus have to be approached in instances where the requester wishes to appeal against any finding of the office.

9. **Public interest**

The AG may, in the public interest, report on any matter within the functions of the AGSA (section 5(3)). The PAA gives the AG the discretion not only to report on certain matters if the AG considers them to be in the public interest, but also to decide what the public interest would be in a particular context. In the first instance, the AG has a narrow discretion (is it in the public interest or not?), while in the second instance the AG has a wide discretion (what constitutes the public interest in this case?).

In the context of the PAA, it is not prudent to define public interest as a finite set of factors. These factors differ in terms of the particular context, and an attempt at an all-encompassing definition will, firstly, be too wide, and secondly, almost certainly fail to be all-encompassing.

In view of the fact that the AG has to determine the public interest during reporting in the context of the PAA, at least the following criteria should be considered in each instance when a value judgement is made:

- The interests, including the constitutional rights (if any), of the affected party (or auditee). It should be considered whether a violation of a constitutional right is likely, and if so, whether such violation would be justifiable (and in the public interest) under the circumstances
- The interests of the state
- The national interest
- Strategic interests (if applicable), including the long-term effect of the action/decision
- The interest of the public (or portion of the public)
- Economic interests (if applicable)
- Legal interests, including legislative provisions and the Constitution
- Whether the interest of the affected party should carry more weight than the interest of the public. In other words, the interest of the individual should be weighed in the context of the collective interest
- Whether the public would be better served if the action is performed, as opposed to a continuation of the status quo
- The materiality of public resources. Materiality of activities is determined based on the level of expenditure, revenue, assets, liabilities, commitments or contingencies relative to those of the particular agency, sector or at an entire government level.
In terms of section 5(3) of the PAA, where the AG has the discretion to submit a report or not, an additional requirement is to consider the proven facts of the matter (without speculation or assumptions).

Each of the above factors should be documented as evidence that the AG had applied his/her mind to the matter at hand.
Appendix A: Contact details of the AGSA information officer and deputy information officers

Information officer and deputy information officers appointed in terms of section 17(I) of the act

The deputy auditor-general serves as the information officer. The IKM BU is delegated the responsibility of coordinating the PAIA activities within the AGSA. Moreover, every provincial auditor and every business executive has been appointed as a deputy information officer to manage the requests for information in accordance with the requirements of the act.

AGSA head office contact details

<table>
<thead>
<tr>
<th>Postal address</th>
<th>Street address</th>
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<tbody>
<tr>
<td>PO Box 446</td>
<td>Lefika House</td>
</tr>
<tr>
<td>Pretoria, 0001</td>
<td>300 Middel Street</td>
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<tr>
<td>Docex 275</td>
<td>Muckleneuk, Pretoria</td>
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<td></td>
<td><a href="mailto:agsa@agsa.co.za">agsa@agsa.co.za</a></td>
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Information officer

Deputy Auditor-General

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<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Website address</th>
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<tbody>
<tr>
<td>Kimi Makwetu</td>
<td>(012) 426 8084</td>
<td></td>
<td><a href="http://www.agsa.co.za">www.agsa.co.za</a></td>
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Deputy information officers: Specialised Audit Services

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<th>Name</th>
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<tr>
<td>Ms Fezeka Baliso – BE:</td>
<td>(012) 426 8049</td>
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<td><a href="http://www.agsa.co.za">www.agsa.co.za</a></td>
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<tr>
<td>ICBU (APAC and Constitutional)</td>
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<td>Fax (012) 426 8095</td>
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<td>Email</td>
<td><a href="mailto:fezekab@agsa.co.za">fezekab@agsa.co.za</a></td>
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<tr>
<td>Ms Jabulile Nkosi – BE:</td>
<td>(012) 422 9471</td>
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<td><a href="http://www.agsa.co.za">www.agsa.co.za</a></td>
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<tr>
<td>Information Systems Auditing</td>
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<td>Vacant – BE: Performance Auditing</td>
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<tr>
<td>Ms Caroline Mampuru – BE: Investigations</td>
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<td>Fax (012) 422 9822</td>
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<td>Mr Lufuno Ravhuhali – BE: Strategic Audit Projects</td>
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<td>Fax (012) 422 9459</td>
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<td>Email</td>
<td><a href="mailto:lufunor@agsa.co.za">lufunor@agsa.co.za</a></td>
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### Deputy information officers: Audit business units

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<tr>
<td>Mr Lourens van Vuuren – BE: National A</td>
<td>(012) 422 9644</td>
<td>(012) 422 9619</td>
<td><a href="mailto:lourens@agsa.co.za">lourens@agsa.co.za</a></td>
</tr>
<tr>
<td>Thami Dibishi – BE: National B</td>
<td>(012) 422 9859</td>
<td>(012) 422 9459</td>
<td><a href="mailto:thamsanqad@agsa.co.za">thamsanqad@agsa.co.za</a></td>
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<tr>
<td>Mr Musa Hlongwa – BE: National C</td>
<td>(012) 422 9577</td>
<td>(012) 422 9687</td>
<td><a href="mailto:musah@agsa.co.za">musah@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Corné Myburgh – BE: National D</td>
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<td>(012) 422 9481</td>
<td><a href="mailto:cornem@agsa.co.za">cornem@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Kevish Lachman – BE: National E</td>
<td>(012) 422 9583</td>
<td>(012) 426 8086</td>
<td><a href="mailto:kevish@agsa.co.za">kevish@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Meisie Nkau – BE: National F</td>
<td>(012) 422 9641</td>
<td>(012) 422 9589</td>
<td><a href="mailto:meisie@agsa.co.za">meisie@agsa.co.za</a></td>
</tr>
</tbody>
</table>

### Deputy information officers: Provincial auditors

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Mr Sithembele Pieters – BE: Eastern Cape</td>
<td>(043) 709 7200</td>
<td>(043) 709 7300</td>
<td><a href="mailto:sithembelep@agsa.co.za">sithembelep@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Odwa Duda – BE: Free State</td>
<td>(051) 409 0100</td>
<td>(051) 400 3000</td>
<td><a href="mailto:odwad@agsa.co.za">odwad@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Mabatho Sedikela – BE: Gauteng</td>
<td>(011) 703 7817</td>
<td>(011) 703 7690</td>
<td><a href="mailto:mabathos@agsa.co.za">mabathos@agsa.co.za</a></td>
</tr>
</tbody>
</table>

**Postal address**
- **Eastern Cape**: PO Box 13252, Vincent 5217, Docex 72
- **Free State**: Private Bag X 315, Bloemfontein 9301, Docex 65
- **Gauteng**: PO Box 91081, Auckland Park 2006, Docex 392
<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Postal address</th>
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<tbody>
<tr>
<td>Ms Vanuja Maharaj</td>
<td>(033) 264 7518</td>
<td>(033) 264 7596</td>
<td>Private Bag X9034, Pietermaritzburg 3200, Docex 80</td>
<td>Redlands Estate, iMpendulo House, 1 George Macfarlane Lane, Wembley, Pietermaritzburg</td>
</tr>
<tr>
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</tr>
<tr>
<td>Mr Dirk Strydom</td>
<td>(015) 299 4401</td>
<td>(015) 299 4766</td>
<td>Private Bag X9339, Polokwane 0700, Docex 34</td>
<td>15 Biccard Street, Polokwane</td>
</tr>
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</tr>
<tr>
<td>Ms Sibongile Mbambo</td>
<td>(013) 756 0800</td>
<td>(013) 755 4738</td>
<td>PO Box 26854, Nelspruit, 1200, Docex 39</td>
<td>10 Nel Street, Nelspruit</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Mr Liaquath Ally</td>
<td>(014) 597 9700</td>
<td>(014) 597 9737</td>
<td>PO Box 2839, Rustenburg, 0300, Docex 13</td>
<td>124 Kock Street, Rustenburg</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Mr Dean Contell</td>
<td>(053) 831 1000</td>
<td>(053) 833 3231</td>
<td>Private Bag X5013, Kimberley, 8300, Docex 19</td>
<td>1st Floor Anlar Building, 31 McDougal Street, Kimberley</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Ms Thandeka Zondi</td>
<td>(021) 528 4125</td>
<td>(021) 528 4201</td>
<td>PO Box 110, Cape Town, 8000, Docex 340</td>
<td>Business Connexion Suite, 1st Floor, East Block, Century Boulevard, Century City, Cape Town</td>
</tr>
</tbody>
</table>
### Deputy information officers in Audit Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Linda le Roux</td>
<td>Audit Research and Development</td>
<td>(012) 422 9838</td>
<td>(012) 422 9822</td>
<td><a href="mailto:leroux@agsa.co.za">leroux@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Gerhard Joubert</td>
<td>Quality Control</td>
<td>(012) 426 8290</td>
<td>(012) 426 8225</td>
<td><a href="mailto:gerhardj@agsa.co.za">gerhardj@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Raj Mahabeer</td>
<td>Finance (CFO)</td>
<td>(012) 426 8030</td>
<td>(012) 426 8333</td>
<td><a href="mailto:rajm@agsa.co.za">rajm@agsa.co.za</a></td>
</tr>
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### Deputy information officers in Corporate Services

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mr Mandla Radebe</td>
<td>Communication</td>
<td>(012) 426 8079</td>
<td>(012) 426 8095</td>
<td><a href="mailto:mandlar@agsa.co.za">mandlar@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Wendy Mahuma</td>
<td>Human Capital</td>
<td>(012) 426 8209</td>
<td>(012) 426 8204</td>
<td><a href="mailto:wendym@agsa.co.za">wendym@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Cobus Fourie</td>
<td>Acting BE: Information and Communications Technology</td>
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<td>(012) 426 8332</td>
<td><a href="mailto:jpf@agsa.co.za">jpf@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Mangi Mulaudzi</td>
<td>Information and Knowledge Management</td>
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<td>(012) 426 8333</td>
<td><a href="mailto:mangiw@agsa.co.za">mangiw@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Eddie Pelcher</td>
<td>Business Process Management</td>
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<td>(012) 422 9838</td>
<td><a href="mailto:eddie@agsa.co.za">eddie@agsa.co.za</a></td>
</tr>
<tr>
<td>Mr Obie Khwinana</td>
<td>Organisational Development and Leadership</td>
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<td>(012) 426 8331</td>
<td><a href="mailto:obadiahk@agsa.co.za">obadiahk@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Tsvetana Mateva</td>
<td>Planning, Monitoring, Evaluation and Risk</td>
<td>(012) 426 8297</td>
<td>(012) 426 8258</td>
<td><a href="mailto:tsvetanam@agsa.co.za">tsvetanam@agsa.co.za</a></td>
</tr>
<tr>
<td>Ms Eshana Manichand</td>
<td>Change, Transformation and Ethics</td>
<td>(012) 426 8104</td>
<td>(012) 426 8257</td>
<td><a href="mailto:eshana@agsa.co.za">eshana@agsa.co.za</a></td>
</tr>
</tbody>
</table>
Appendix B
List of public sector departments and entities audited by the AGSA

National audits:

National A: Lourens van Vuuren (Business Executive)
Tel: (012) 422 9644 email: lourens@agsa.co.za

National departments
Government Communication and Information System
Housing
Justice and Constitutional Development
Land Affairs
Presidency
Provincial and Local Government
Public Works
Trade and Industry

National public entities
CIPRO Trading Entity
Citrus Board
Competition Commission
Competition Tribunal
Construction Industry Development Board (CIDB)
Council for Built Environments
Criminal Asset Recovery Account
Guardian Fund
Independent Development Trust
International Trade Administration Commission (ITAC)
Land and Agricultural Bank of South Africa
Legal Aid Board
Meat Board
Monies in Trust

CIPRO Trading Entity
Citrus Board
Competition Commission
Competition Tribunal
Construction Industry Development Board (CIDB)
Council for Built Environments
Criminal Asset Recovery Account
Guardian Fund
Independent Development Trust
International Trade Administration Commission (ITAC)
Land and Agricultural Bank of South Africa
Legal Aid Board
Meat Board
Monies in Trust

Municipal Demarcation Board
Municipal Infrastructure Investment unit
National Gambling Board
National Lotteries Board
National Lottery Distribution Trust Fund
National Prosecuting Authority
National Youth Commission
President’s Fund
Public Protector
Registration of Deeds
SA Housing Fund
Small Enterprise Development Agency (SEDA)
South African Bureau of Standards
South African Local Government Association
Special Investigating Unit
Wheat Board

National B: Thami Dibishi
Tel: (012) 422 9859 email: thamsangad@agsa.co.za

National departments
Department of International Relations and Co-operation
Department of Tourism
Department of Transport

National Treasury
Statistics SA
### National public entities

- African Renaissance & International Co-operation Fund
- Associated Institutions Pension Fund
- Autopax SOC Ltd
- Co-operative Banks Development Agency
- Cross-Border Road Transport Agency
- Driving Licence Card Trading Account (DLCTA)
- Financial Intelligence Centre
- Financial Services Board
- Government Pensions Administration Agency
- Independent Regulatory Board for Auditors
- International Frontier Technologies (Interfront) SOC Ltd
- Intersite SOC Ltd
- Land & Agricultural Bank of SA
- Land Bank Insurance Company
- National Treasury (Consolidation of AFS)
- Ombudsman for Financial Services Providers
- Passenger Rail Agency of SA
- Pension Funds Adjudicator
- Project Development Facility Trading Account
- Public Investment Corporation Limited
- Railway Safety Regulator
- Reconstruction and Development Programme Fund
- Road Accident Fund
- Road Traffic Infringement Agency
- Road Traffic Management Corporation
- SA Civil Aviation Authority
- SA Maritime Safety Authority
- SARS - Administered Revenue
- SARS - Own Accounts
- South African National Roads Agency Limited
- South African Tourism
- Technical Assistance Unit
- Temporary Employees Pension Fund
- The Financial & Fiscal Commission

**National C:** Musa Hlongwa (Business Executive)

Tel: (012) 422 9577  email: musah@agsa.co.za

### National departments

- Correctional Services
- Defence
- Science and Technology
- Social Development
- Sport and Recreation

### National public entities

- Africa Institute of South Africa, Pretoria
- Armscor Defence Institutes SOC Ltd
- Boxing South Africa
- Council for Scientific and Industrial Research (CSIR)
- Disaster Relief Fund
- Erasmusrand Eiendomme SOC Ltd
- Human Sciences Research Council (HSRC)
- Disaster Relief Fund
- Institute for Maritime Technology SOC Ltd
- National Development Agency
- National Research Foundation
- Oospark SOC Ltd
- Refugee Relief Fund
- SANDF Fund
- Social Relief Fund
- South African Social Security Agency (SASSA)
- Special Defence Account
- Sportsrand SOC Ltd
- State President Fund
- Technology and Human Resources for Industry Programme
Public entities not audited by the AGSA
Academy of Science of South Africa
South African National Space Agency
Technology Innovation Agency

National D: Corné Myburgh (Business Executive)
Tel: (012) 422 9490  email: cornem@agsa.co.za

National departments
Department of Arts and Culture
Department of Communications
Department of Environmental Affairs
Department of Health
Department of Police
Department of Water Affairs and Forestry

National public entities
Botshelo Water Board
CCOD (Mines & Works)
Council for Medical Schemes
Ditsong: Museums of South Africa
Erf 706 Rietfontein
Freedom Park
Independent Complaints Directorate
King George V Fund
Magalies Water Board
Market Theatre Foundation
National Electronic Media Institute of SA
National Heritage Council
National Library of South Africa
Pan SA Language Board
Private Security Industry Regulatory Authority
Robben Island Museum
SA National Aids Trust
SAPS Secret Service Account
South African National Parks
South African Weather Service
State Security Agency (SSA)
State Theatre
The Independent Communication Authority SA
Universal Service Agency (USAASA)
Universal Service Fund (USAAF)
Water Research Commission
Water Trading Account
Windybrow Theatre
World Bank Donor Fund

Entities not audited by the AGSA
Amatola Water Board
Bloem Water Board
Breede River Catchment Management Agency
Bushbuckridge Water Board
Inkomati Catchment Management Agency
Lepelle Northern Water Board
Mhlathuze Water Board
National Health Laboratory Service
Overberg Water Board
Pelladrift Water Board
Rand Water Board
Sedibeng Water Board
Sentech Limited
South African Broadcasting Corporation
South African Post Office Limited
Telkom Limited
Trans-Caledon Tunnel Authority

National E: Kevish Lachman (Business Executive)
Tel: (012) 422 9583  email: kevish@agsa.co.za
Promotion of Access to Information Act manual

National departments
Department of Energy
Department of Home Affairs
Department of Home Affairs – Immigration control account
Department of Mineral Resources
Department of Public Enterprises
Department of Public Service and Administration

National public entities
AEC Amersham SOC Ltd
African Exploration SOC Ltd
Arecesa Human Capital SOC Ltd
Carbon Stream Africa SOC Ltd
CEE Solutions
CEF Carbon
Central Energy Fund SOC Ltd
COTEC Development CEF
COTEC Partrade SOC Ltd (CEF)
Council for Geoscience
Council of Mineral Technology (MINTEK)
Cyclofil (NECSA)
Cyclotope SOC Ltd (NECSA)
Energy Africa Rehabilitation (CEF)
Equalisation Fund
ETA Energy SOC Ltd
Film and Publication Board
Fluouro Pack SOC Ltd
Fluorochem (NECSA)
Fluorpharm (NECSA)
Gamma Film Industries SOC Ltd
Gammatec NDT Supplies SOC Ltd
Government Printing Works
Independent Electoral Commission
Klippoortje Koolmyne SOC Ltd
LESA SOC Ltd (NECSA)
Mahnes Areas SOC Ltd
MINDEV SOC Ltd
Mine Health and Safety Council
National Energy Regulator of SA (NERSA)
National Nuclear Regulator (NNR)
NTP Logistics (NECSA)
NTP Radioisotopes (NECSA)

Other public entities
Electricity Distribution Industry Holdings (Pty) Ltd
Industrias Florestais de Manica
Kamhlabane Timber (Pty) Ltd
Komatiland Forest (Pty) Ltd
Oil Pollution Control SA (CEF)
Pelchem SOC Ltd (NECSA)
Petroleum Agency SA SOC Ltd (CEF)
PetroSA Development Trust (CEF)
PetroSA Egypt (CEF)
PetroSA Equatorial Guinea SA (CEF)
PetroSA Gryphin Marin Permit (CEF)
PetroSA Iris (CEF)
PetroSA Sudan (CEF)
PetroSA Synfuels International (CEF)
PetroSA Themis (CEF)
Public Administration and Leadership Management Academy
Public Administration and Leadership Management Training Trading Account
Public Service Commission
Represented Political Parties Fund
SA Gas Development Company (iGas) (CEF)
SA National Energy Research Institute SOC Ltd
SA Nuclear Energy Corporation (NECSA)
SFF Association (CEF)
South Africa Diamond and Precious Metal Regulator
South African Supplier Development Agency
State Diamond Trader
State Information Technology Agency
The Petroleum Oil and Gas Corporation of South Africa (Namibia) SOC Ltd
The Petroleum Oil and Gas Corporation of South Africa SOC Ltd (PetroSA) (CEF)
Upstream Training Trust
Mistlands Timber (Pty) Ltd
Mountains to Oceans Forestry (Pty) Ltd
South African Express (Pty) Ltd
South African Forestry Company Limited
Promotion of Access to Information Act manual

Lakenvlei Forest Lodge (Pty) Ltd

Themba Timber (Pty) Ltd Cyclofil (NECSA)

**Entities not audited by the AGSA**

Abacus Forestries SOC Ltd
Air Chefs SOC Ltd
Alexkor Limited
Bonaero Park SOC Ltd
Broadband Infracon SOC Ltd
Community Pension Informatics SOC Ltd
Denel SOC Ltd
Denel International SOC Ltd
Denel Personnel Solutions SOC Ltd
Denel Properties SOC Ltd
Denel Saab Aerostructures SOC Ltd
Densecure SOC Ltd
DME Rehabilitation Trust
Escap Limited
Transhold Properties SOC Ltd
Transnet Limited
Tulca SOC Ltd trading as Mango
Eskom Development Foundation
Eskom Enterprises SOC Ltd

Eskom Finance Company SOC Ltd
Eskom Holdings SOC Ltd
Extended Continental Shelf Claim Project
Golang Coal SOC Ltd
Mechem SOC Ltd
Natal Navigation Collieries and Estate Company Ltd
Nisec SOC Ltd
Norad Grant (Donor funded)
Pan African Mineral Development Company
Pebble Bed Modular Reactor
PN Energy Services SOC Ltd
Proptrade SOC Ltd
Roschon SOC Ltd
Rotek Industries SOC Ltd
SAA Technical SOC Ltd
South African Airways SOC Ltd
South Dunes Coal Terminal SOC Ltd

**National F:** Meisie Nkau (Business Executive)
Tel: (012) 422 9641  email: meisie@agsa.co.za

**National departments**
Department of Rural Development and Land Affairs
Department of Labour
Department of Agriculture, Forestry and Fisheries

**National public entities**

AGRISETA (Agriculture SETA)
Agricultural Research Council
BANKSETA (Banking SETA)
CCMA
CETA (Construction SETA)
CHIETA (Chemical Industries SETA)
Citrus Growers Association
Compensation Fund
Cotton levies
Cotton SA
Deciduous Fruit levies
Dried Fruit levies
ETDPSETA (Educ Training & Dev Pract SETA)
ESETA (Energy SETA)
FASSET (Financial & Accounting Serv SETA)
FOODBEV (Food & Beverages Man Ind SETA)
MAPPSETA (Media Advert Publ Print & Packag SETA)
MERSETA (Man Eng & Rel Serv SETA)
Milk SA
Mining Qualification Authority
National Skills Fund
Potato Industry Development Trust
PSETA (Public Service Sector SETA)
Red Meat Levy Admin
Registrar of Deeds Trading Account
SASSETA (Safety & Security SETA)
SAWIS
Services (Services SETA)
SETASA
Sheltered Employment Factories
Sorghum levies
FIETA (Forest Industries SETA)  
HWSETA (Health & Welfare SETA)  
INSETA (Insurance SETA)  
ISETT (Inf Syst Electr & Telecom Tech. Ind SETA)  
LGSETA (Loc Gov & Water-Rel Serv SETA)  
Maize Board  

TEXTILES (Clothing Textiles Footwear & Leather SETA)  
National Agricultural Marketing Council  
THETA (Tourism & Hospitality SETA)  
TETA (Transport SETA)  
Unemployment Insurance Fund  
W&RSETA (Wholesale & Retail SETA)  
Wines of South Africa  
Winetech  
Winter Cereal Trust

PROVINCIAL AUDIT OFFICES

Eastern Cape
Sithembele Pieters  (Business Executive)  
Tel: (043) 709 7200  email: sithembelep@agsa.co.za

Provincial departments
Agriculture  
Economic Affairs  
Education  
Health  
Housing, Local Government and Traditional Affairs  
Legislature  
Office of the Premier  
Public Works  
Roads and Transport  
Safety and Liaison  
Social Development  
Sport, Recreation, Arts and Culture  
Treasury

Provincial public entities
Agricultural Bank of Transkei  
Albany Museum  
Amathole Museum  
Amathole Economic Development Agency  
Barkley-East Museum  
Blue Crane Development Agency  
Border Technikon  
Burgersdorp Cultural Historical Museum  
Capital Radio (Transkei)  
Centenary Hall Promotions  
East London Museum  
Eastern Cape Appropriate Technology Unit  
Eastern Cape Arts & Culture Council  
Eastern Cape Development Corporation  
Eastern Cape Gambling and Betting Board  
Eastern Cape Liquor Board  
Eastern Cape Parks Board  
Eastern Cape Regional Council  
Eastern Cape Revenue Fund  
Eastern Cape Technikon  
Mandela Bay Development Agency  
Mayibuye Transport Corporation  
Mkambati Game Reserve  
Mohair Board  
National English Literary Museum  
National Housing Fund  
Ncora Irrigation Scheme  
Nelson Mandela Bay Tourism  
SA Housing Fund  
SA Library for the Blind  
SA Local Government Association  
Somerset East Museum  
Sterkstroom Museum  
Transkei Agricultural  
Transkei Airways Corporation  
Transkei Broadcasting  
Transkei Development & Reserve Fund  
Transkei Development Corporation  
Transkei Electricity Supply Co  
Transkei Government Pension Fund
Eastern Cape Tourism Board
Eastern Cape Youth Commission
Fort Beaufort Historical Museum
German Agency for Technical Co-operation
Graaff Reinet Museum
Great Fish River Museum
JLB Smith Institute of Ichthyology
Kouga Cultural Centre
Kouga Development Agency

Transkei Mining Corporation
Transkei Nursing Council
Transkei Road Transport
Transkei Technikon
Transkei Telkom Administration
Tribal Levies & Trust Accounts
Uitenhage Historical Museum
Wool Board
Workmen’s Compensation Fund

Municipalities
Alfred Nzo District Municipality
Amahlati Municipality
Amatola District Municipality
Baviaans Municipality
Blue Crane Route Municipality
Buffalo City Municipality
Cacadu District Municipality
Camdeboo Municipality
Chris Hani District Municipality
Elundini Municipality
Emalahleni Municipality
Engcobo Municipality
Gariep Municipality
Great Kei Municipality
Ikwezi Municipality
Inkwanca Local Municipality
Intsika Yethu Municipality
Inxuba Yethemba Municipality
Kamdeboo Regional Service
Kei District Council
King Sabata Dalindyebo Municipality
Kouga Municipality
Kou-Kamma Municipality
Lukanji Municipality
Makana Municipality
Maletswai Municipality
Mbashe Municipality
Mbizana Municipality
Mhlontlo Municipality
Midland Regional Services Council
Mnquma Municipality
Ndlambe Municipality
Nelson Mandela Metropolitan Municipality
Ngqushwa Municipality
Nkonkobe Municipality
Ntabankulu Municipality
Nxuba Municipality
Nyandeni Municipality
OR Tambo District Municipality
Port St. Johns Municipality
Qaukeni Municipality
Sakhisizwe Municipality
Senqu Municipality
Sundays River Valley Municipality
Tsolwana Municipality
Ukahlamba Municipality
Umzimkulu Municipality
Umzimvubu Municipality
Wesley Township Ciskei

Hospital boards
Albany (Setlaars) Hospital Board
Aliwal North Hospital Board
Andries Vosloo Hospital Board
Bedford Hospital Board
Burgersdorp Hospital Board
Cathcart Hospital Board
Cloete Joubert Hospital Board
Cradock Hospital Board
Dora Nginza Hospital Board
Elliot Hospital Board
Frere Hospital Board
Frontier Hospital Board
Graaff Reinet Hospital Board
Grey Hospital Board
Humansdorp Hospital Board
Livingstone Hospital Board
Provincial Hospital Board
Steynsburg Hospital Board
Uitenhage Hospital Board
Wilhelm Stahl Hospital Board
Promotion of Access to Information Act manual

Fort Beaufort Hospital Board

Free State

Odwa Duda (Business Executive)
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<table>
<thead>
<tr>
<th>Provincial departments</th>
<th>Public entities</th>
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<tbody>
<tr>
<td>Department of Agriculture and Rural Development</td>
<td>Basotho Cultural Village</td>
</tr>
<tr>
<td>Department of Cooperative Governance and Traditional Affairs</td>
<td>CENTLEC</td>
</tr>
<tr>
<td>Department of Economic Development, Tourism and Environmental Affairs</td>
<td>Central Medical Trading Account</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Dept of Health Trust Fund</td>
</tr>
<tr>
<td>Department of Health</td>
<td>Free State Development Corp. (FDC)</td>
</tr>
<tr>
<td>Department of Human Settlements</td>
<td>Free State Housing Fund</td>
</tr>
<tr>
<td>Office of the Premier</td>
<td>Free State Sport Science Institute</td>
</tr>
<tr>
<td>Department of Police, Roads and Transport</td>
<td>Free State Tourism Authority</td>
</tr>
<tr>
<td>Department of Public Works</td>
<td>Free State Youth Commission</td>
</tr>
<tr>
<td>Department of Social Development</td>
<td>Gambling &amp; Racing Board</td>
</tr>
<tr>
<td>Department of Sport, Arts Culture and Recreation</td>
<td>Government Garage Trading Account</td>
</tr>
<tr>
<td>Provincial Legislature</td>
<td>Mmabana Cultural Centre</td>
</tr>
<tr>
<td>Provincial Treasury</td>
<td>National Museum</td>
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<tr>
<td>Office of the Premier</td>
<td>Nature Conservation Trust Fund</td>
</tr>
<tr>
<td>Department of Police, Roads and Transport</td>
<td>Performing Arts Centre</td>
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<tr>
<td>Department of Public Works</td>
<td>Phakisa Major Events &amp; Development</td>
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<tr>
<td>Department of Social Development</td>
<td>Private Patients' Trust Fund</td>
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<tr>
<td>Department of Sport, Arts Culture and Recreation</td>
<td>Provincial Revenue Fund</td>
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<tr>
<td>Provincial Legislature</td>
<td>Recreation Trust Fund</td>
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<td>Provincial Treasury</td>
<td>Road Building Equipment Trading Account</td>
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<td></td>
<td>Small Holdings Trust Fund</td>
</tr>
<tr>
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<td>War Museum/Oorlogsmuseum van die Boere-republieke</td>
</tr>
</tbody>
</table>

Municipality

| Dihlabeng Local Municipality | Mohokare Local Municipality |
| Kopanong Local Municipality | Moqhaka Local Municipality |
| Letsemeng Local Municipality | Nala Local Municipality |
| Mafube Local Municipality | Naledi Local Municipality |
| Maluti-A-Phofung Local Municipality | Ngwathe Local Municipality |
| Mangaung Local Municipality | Nketoana Local Municipality |
| Mantsopha Local Municipality | Phumelela Local Municipality |
| Masilonyana Local Municipality | Setsoto Local Municipality |
| Matjhabeng Local Municipality | Tokologo Local Municipality |
| Metsimaholo Local Municipality | Tswelopele Local Municipality |

District municipalities
Fezile Dabi District Municipality
Lejweleputswa District Municipality
Lejweleputswa Development Agency
Motheo District Municipality
Thabo Mofutsanyane District Municipality
Xhariep District Municipality

Gauteng
Mabatho Sedikela (Business Executive)
Tel: (011) 703 7817  email: MabathoS@agsa.co.za

Provincial departments
Department of Agriculture and Rural Development
Department of Community Safety
Department of Economic Development
Department of Education
Department of Finance
Department of Health and Social Development
Department of Housing and Local Government

Department of Infrastructure Development
Department of Roads and Transport
Department of Sports, Arts, Culture and Recreation
Office of the Premier
Provincial Legislature
Provincial Revenue Fund

National public entities
CCMA
Commission for Gender Equality (CGE)
Council for Mineral Technology (MINTEK)
CRL Commission
Independent Communications Authority SA (ICASA)
International Marketing Council
Media Development Diversity Agency

National Arts Council
National Film and Video Foundation (NFVF)
National Home Builders Registration Council
SA Diamond Board
SA Human Rights Commission
SA Rail Commuter Corporation
Universal Service Agency
Universal Services Fund

Provincial public entities
AIDC Development Centre
Blue IQ Investment Holdings SOC Ltd
Constitutional Hill Development Company
Cost Recovery Trading Entity
Cradle of Humankind Trading Entity
Dinokeng World Heritage Trading Entity
g-Fleet Management
Gauteng Economic Development Agency
Gauteng Enterprise Propeller
Gauteng Film Commission
Gauteng Fund Project Office

Gauteng Gambling Board
Gauteng Housing Commission
Gauteng Liquor Board
Gauteng Partnership Fund
Gauteng Tourism Authority
Gauteng Management Agency
Industrial Development Zone
Gauteng Medical Suppliers Depot
Supplier Park Development Co
The Innovation Hub

Municipalities
City of Johannesburg Metro Municipality
Ekurhuleni Metro Municipality
Emfuleni Local Municipality

Mogale City Local Municipality
Randfontein Local Municipality
Sedibeng District Municipality
Lesedi Local Municipality
Merafong City Local Municipality
Midvaal Local Municipality

Tshwane Metropolitan Municipality
West Rand District Municipality
Westonaria Local Municipality

**Municipal entities**

Brakpan Bus Company
City Power Johannesburg
Ekurhuleni Development Company
Erwat
Ertek
Greater Germiston Inner City Housing Corporation
Joburg Property Company
Johannesburg City Housing Company
Johannesburg City Parks
Johannesburg Civic Centre
Johannesburg Development Agency
Johannesburg Fresh Produce Market
Johannesburg Metropolitan Bus Service
Johannesburg Roads Agency
Johannesburg Social Housing Company
Johannesburg Tourism Company
Johannesburg Water
Johannesburg Zoo
Lethabong Housing Institute
Metropolitan Trading Company
Pikitup Johannesburg
Roodepoort Civic Theatre
Sandspuit Works
Tshwane Economic Development Agency (TEDA)
West Rand Development Agency

**KwaZulu-Natal**

Vanuja Maharaj (Business Executive)
Tel: (033) 264 7518  Fax: (033) 264 7596  email: VanujaM@agsa.co.za

**Provincial departments**

Agriculture and Environmental Affairs
Arts, Culture and Tourism
Economic Development
Education and Culture
Finance
Health
Housing
Legislature
Office of the Premier
Royal Household
Safety and Security
Sport and Recreation
Trade and Industry
Corporate Governance and Traditional Affairs
Transport
Social Development
Public Works

**Provincial public entities**

Amafa aKwaZulu-Natal
Dube Trade Port
Greater St Lucia Wetlands Park Authority
Ingonyama Trust
Ithala Development Finance Corporation
Ithala Ltd (Bank)
KZN Agricultural Development Trust
KZN Gambling Board
KZN Growth Fund
KZN Housing Fund
KZN Playhouse Company (Durban)
KZN Rehabilitation Trust
KZN Revenue Fund
KZN Taxi Council
KZN Tourism Authority
Luthuli Museum
Mjindi Farming
Natal Museum
Natal Sharks Board
Provincial Planning & Development Commission
Tribal Levies & Trust Account
Umsekelo Municipal Support Services
Voortrekker Museum
## Municipalities

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Municipality</th>
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<tbody>
<tr>
<td>Abaqulusi Municipality</td>
<td>Newcastle Municipality</td>
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<tr>
<td>Amajuba District Municipality</td>
<td>Nkandla Municipality</td>
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<td>Big Five Municipality</td>
<td>Nongoma Municipality</td>
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<td>Dannhauser Municipality</td>
<td>Nquthu Municipality</td>
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<td>eDumbe Municipality</td>
<td>Ntambanana Municipality</td>
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<tr>
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<td>Port Shepstone Local Development Trust</td>
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<td>eThekwini Municipality</td>
<td>Richmond Municipality</td>
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<td>Endumeni Municipality</td>
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<td>Ugu District Municipality</td>
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<td>Hibiscus Coast Municipality</td>
<td>Ulundi Municipality</td>
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<td>Hibiscus Development Company</td>
<td>Umdoni Municipality</td>
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<td>Hlabisa Municipality</td>
<td>Umgeni Municipality</td>
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<td>Illembe Development Corporation</td>
<td>uMgungundlovu District Municipality</td>
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<td>Illembe District Municipality (King Shaka)</td>
<td>Umhlabuyalingana Municipality</td>
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<td>Umhlathuze Municipality</td>
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<td>Impendle Municipality</td>
<td>uMkhababhiniti Municipality</td>
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<tr>
<td>Indaka Municipality</td>
<td>uMkhanyakude District Municipality</td>
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<tr>
<td>Ingwe Municipality</td>
<td>Umlalazi Municipality</td>
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<tr>
<td>International Convention Centre</td>
<td>uMsunduzi Municipality</td>
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<tr>
<td>Izingolweni Municipality</td>
<td>Umtshezi Municipality</td>
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<tr>
<td>Jozini Municipality</td>
<td>uMuziwabantu Municipality</td>
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<td>KwaDukuza Municipality</td>
<td>Umvoti Municipality</td>
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<tr>
<td>Kwasani Municipality</td>
<td>Uzuminyathi District Municipality</td>
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<td>Maphumulo Municipality</td>
<td>Uzumbe Municipality</td>
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<td>Matatiele Municipality</td>
<td>Uphongola Municipality</td>
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<tr>
<td>Mbonambi Municipality</td>
<td>Ushaka Marine World</td>
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<td>Mqofana Municipality</td>
<td>uThukela District Municipality</td>
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<td>Mshwathi Municipality</td>
<td>uThukela Water</td>
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<td>Msinga Municipality</td>
<td>Utrecht Municipality</td>
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<td>Mthonjaneni Municipality</td>
<td>Vulamehlo Municipality</td>
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<td>Mtubatuba Municipality</td>
<td>Zululand District Municipality</td>
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<tr>
<td>Ndwedwe Municipality</td>
<td></td>
</tr>
</tbody>
</table>

## Limpopo

Dirk Strydom (Business Executive)
Tel: (015) 299 4402   Fax: (015) 299 4765   email: dstrydom@agsa.co.za

## Provincial departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Department of Roads and Transport</td>
</tr>
<tr>
<td>Education</td>
<td>Public Works</td>
</tr>
<tr>
<td>Economic Development, Environment &amp; Tourism</td>
<td>Roads and Transport</td>
</tr>
<tr>
<td>Health and Social Development</td>
<td>Safety, Security and Liaison</td>
</tr>
</tbody>
</table>

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Legislature
Local Government and Housing
Office of the Premier
Sports, Arts and Culture
Treasury

**Provincial public entities**
Casino and Gaming Board
Northern Province Housing Fund
Northern Province Road Agency

**Municipalities**
Aganang Municipality
Ba-Phalaborwa Municipality
Bela-Bela Municipality
Blouberg Municipality
Bushbuckridge Municipality
Capricorn District Municipality
Fetakgomo Municipality
Greater Giyani Municipality
Greater Groblersdal Municipality
Greater Letaba Municipality
Greater Marble Hall Municipality
Greater Sekhukhune Municipality
Greater Tubatse Municipality
Greater Tzaneen Municipality
Lepelle-Nkumpe Municipality
Lephalale Municipality
Makhado Municipality
Makhudutamaga Municipality
Maruleng Municipality
Messina Municipality
Modimolle Municipality
Mogalakwena Municipality
Malamulele Municipality
Mookgopong Municipality
Mokopane Municipality
Mopane Municipality
Mutale Municipality
Polokwane Municipality
Skehukhune District Municipality
Thabazimbi Municipality
Vhembe District Municipality
Waterberg District Municipality

**Mpumalanga**
Sibongile Lubambo (Business Executive)
Tel: (013) 756 0800 Fax: (013) 756 0879 email: slubambo@agsa.co.za

**Provincial departments**
Agriculture and Land Administration
Culture, Sports and Recreation
Education
Economic Development and Planning
Finance
Health and Social Services
Legislature
Local Government and Housing
Office of the Premier
Public Works
Roads and Transport
Safety and Security

**Provincial public entities**
Mpumalanga Gaming Board
Mpumalanga Housing Development Fund
Provincial Revenue Fund

**Municipalities**
Albert Luthuli Municipality
Barberton Municipality
Bushbuck Ridge Municipality
Govan Mbeki Municipality
Mkondo Municipality
Msukaligwa Municipality
Promotion of Access to Information Act manual

Delmas Municipality Nelspruit Municipality
Dipaleseng Municipality Nkangala District Municipality
Dr SJ Moroka Municipality Nkomazi Local Municipality
Ehlanzeni District Municipality Pixley Ka Seme
Emakhazeni Local Municipality Steve Tshwete District Municipality
Emalahleni Municipality Thembisile Municipality
Gert Sibande District Municipality Umjindi Municipality

North West

Liaquath Ally (Business Executive)
Tel: (014) 587 9700 email: LiaquathA@agsa.co.za

Provincial departments
Agriculture, Conservation and Environment Health
Contingency Reserve Legislature
Developmental Local Government and Housing Social Development
Economic Development and Tourism Sports, Arts and Culture
Education Public Works
Finance Transport, Roads and Community Safety

Provincial entities
Invest North West NW Housing Fund
Kgama Wildlife (NWPTB subsidiary) NW Mmabana Cultural Foundation
NW Contingency Reserve NW Park and Tourism Board
NW Development Corporation NW Transport Investments
NW Directorate Entrepreneurial Developments NW Youth Development Trust
NW Gambling Board Sports and Education Fund
NW Housing Corporation Sports Council of NW

Municipalities
Bojanala Platinum District Municipality Molopo Local Municipality
Bophirima District Municipality Moretele Local Municipality
Central District Municipality Moses Kotane Local Municipality
Ditsobotla Local Municipality Moshaweng Local Municipality
Greater Taung Local Municipality Naledi Local Municipality
Kagisano Local Municipality Potchefstroom Local Municipality
Kgetlengriver Local Municipality Rustenburg Local Municipality
Klerksdorp City Council Setla-Kgobi Local Municipality
Lekwa-Teemane Local Municipality Southern District Municipality
Madibeng Local Municipality Tswaing Local Municipality
Mafikeng Local Municipality Ventersdorp Local Municipality
Mamusa Local Municipality Zeerust Local Municipality
Maquassi Hills Local Municipality

Northern Cape


Promotion of Access to Information Act manual

Dean Contell (Business Executive)
Tel: (053) 831 1000 email: deanc@agsa.co.za

Provincial departments
Agriculture, Land Reform, Environment and Conservation
Economic Affairs and Tourism
Education
Finance
Health
Housing and Local Government
Labour
Legislature
Office of the Premier
Safety and Security
Social Services
Sport, Arts and Culture
Transport

Provincial public entities
Afrikaans Language Monument
Barkly West Hospital Board
Bill Pickard Hospital Board (Prieska)
BJ Kempen Hospital Board (Victoria West)
Calvinia Museum
Castle Control Board
Central Karoo Hospital Board (De Aar)
Colesberg Hospital Board
Connie Vorster Hospital Board (Hartswater)
Fritz Fisser Hospital Board (Noupoort)
Garies Hospital Board
Gordonia Hospital Board (Upington)
Hester Malan Hospital Board (Douglas)
Housing Fund
Iziko Museums of Cape Town
Kakamas Hospital Board
Kimberley Hospital Board
Kimberley Housing Trust
Kuruman Hospital Board
Marine Living Resource Fund
Mary Moffat Museum
McGregor Museum
National Student Financial Aid Scheme
Northern Cape Tourism Authority
Postmasburg Hospital Board
Premier’s Bursary Trust Fund
Project Viability

Municipalities
Dikgatlong Municipality
Emthanjeni Municipality
Francis Baard Municipality
Gamagara Municipality
Ga-Segonyane Municipality
Hantam Municipality
IKheis Municipality
Kai!Garib Municipality
Kamiesberg Municipality
Kareeburg Municipality
Karoo District Municipality
Karoo Hoogland Municipality
Kgalagadi District Municipality
Kgatelopele Municipality
Khai-Ma Municipality
Khara Hais Municipality
Magareng Municipality
Mier Municipality
Nama Khoi Municipality
Namaqua District Municipality
Phokwane Municipality
Renosterberg Municipality
Richtersveld Municipality
Siyancuma Municipality
Siyanda District Municipality
Siyathemba Municipality
Sol Plaatjie Municipality
Thembelihle Municipality
Tsantsabane Municipality
Ubuntu Municipality
Umsobomvu Municipality

Western Cape
Promotion of Access to Information Act manual

Thandeka Zondi (Business Executive)
Tel: (021) 528 4125   email: thandekaz@agsa.co.za

<table>
<thead>
<tr>
<th>Provincial departments</th>
<th>National public entities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Health</td>
</tr>
<tr>
<td>Community Safety</td>
<td>Local Government and Housing</td>
</tr>
<tr>
<td>Consolidated financial statements</td>
<td>Office of the Premier</td>
</tr>
<tr>
<td>Cultural Affairs and Sport</td>
<td>Parliament</td>
</tr>
<tr>
<td>Economic Development and Tourism</td>
<td>Social Development</td>
</tr>
<tr>
<td>Education</td>
<td>Transport and Public Works</td>
</tr>
<tr>
<td>Environmental Affairs and Development Planning</td>
<td>Treasury</td>
</tr>
</tbody>
</table>

**Provincial public entities**
- Artscape
- Cape Medical Depot
- Cape Metropolitan Transport Fund
- Consolidated financial statements
- CTVSA
- Destination Marketing Organisation
- Drug Free Sport
- Global Fund
- Heritage Western Cape
- Parliamentary villages
- Provincial Development Council
- Provincial Restaurants
- Provincial Revenue Fund
- Wesgro
- Western Cape Cultural Commission
- Western Cape Gambling and Racing Board
- Western Cape Housing Development Fund
- Western Cape Language Committee
- Western Cape Liquor Board
- Western Cape Nature Conservation Board
- Youth Commission

**Municipalities**
- Beaufort West Municipality
- Berg River Municipality
- Bitou Municipality
- Boland District Municipality
- Breede River/Winelands Municipality
- Breede Valley
- Cape Agulhas Municipality (WC033)
- Cederberg Municipality
- Central Karoo District Municipality
- City of Cape Town Metro Municipality
- Drakenstein Municipality
- Eden District Municipality
- George Municipality
- Kannaland Municipality (WC041)
- Knysna Municipality
- Langeberg Municipality
- Matzikama Municipality
- Mossel Bay Municipality
- Oudtshoorn Municipality (WC045)
- Overberg District Municipality
- Overstrand Municipality
- Plettenberg Bay Municipality
- Prince Albert Municipality (WC052)
- Saldanha Bay Municipality
- Stellenbosch Municipality
- Swartland Municipality
- Swellendam Municipality (WC034)
- Theewaterskloof Municipality
- West Coast District Municipality
- Witzenberg Municipality
Laingsburg Municipality

**Municipal entities**
Cango Caves  
Cape Town International Convention Centre  
Convenco  
Khayelitsha Community Trust  
Philippi East Trading Centre  
SPM Housing Micro-Loans Underwriting Trust

**Hospital boards**
Beaufort West Hospital Board  
Brewelskloof  
Caledon Hospital Board  
Ceres Hospital Board  
Citrusdal Hospital Board  
Community Health Hospital Board  
False Bay Hospital Board  
George Hospital Board  
Hermanus Hospital Board  
Hottentots Holland Hospital Board  
Knysna Hospital Board  
Ladismith Hospital Board  
Lapa Munnik Hospital Board  
Montagu Hospital Board  
Mossel Bay Hospital Board  
Northern Suburbs Hospital Board (Conradie)  
Northern Suburbs Hospital Board (Karl Bremer Hospital)  
Northern Suburbs Hospital Board (GF Jooste)  
Ottol du Plessis Hospital Board  
Oudtshoorn Hospital Board  
Paarl Hospital Board  
Red Cross Memorial Hospital Facilities Board  
Riversdal Hospital Board  
Robertson Hospital Board  
Somerset Hospital Board  
Southern Suburbs Hospital Board (Victoria)  
Stellenbosch  
Swartland Hospital Board  
Swellendam Hospital Board  
Training (Groote Schuur)  
Tygerberg Hospital Board  
Vredenburg Hospital Board  
Vredendal Hospital Board  
Wesfleur Hospital Board  
Worcester Hospital Board

**Museums**
Beaufort West Museum  
Bredasdorp Museum (Shipwreck Museum)  
Caledon Museum  
CP Nel Museum  
Drostdy Museum – Swellendam  
Genadendal Mission Museum  
Hout Bay Museum  
Huguenot Memorial Museum – Franschoek  
Montagu Museum  
Old Harbour Museum  
Oude Kerk Volksmuseum  
Paarl Museum  
SA Sending Gestig  
Simon’s Town  
Stellenbosch  
Togryers  
Wellington Museum  
Wheat Industry Museum

**Tourism bureaux**
Albertinia Tourism Bureau  
Barrydale  
Beaufort West Tourism Bureau  
Caledon Tourism Bureau  
Cape L’Aguilhas  
Citrusdal Tourism Bureau  
Clanwilliam Tourism Bureau  
Hermanus Tourism Bureau  
Knysna Tourism Bureau  
Mossel Bay Tourism Bureau  
Oudtshoorn  
Piketberg Tourism Bureau  
Plettenberg Bay Tourism Bureau  
Porterville Tourism Bureau
Elgin Valley Tourism Bureau
Elim Tourism Bureau
Franschhoek Valley Tourism Bureau
Gansbaai Tourism Bureau
Genadendal Tourism Bureau
George Tourism Bureau
Goedverwacht Tourism Bureau
Greyton Tourism Bureau
Hangklip/Kleinmond Tourism Bureau
Heidelberg Tourism Bureau
Prince Albert Tourism Bureau
Riviersonderend Tourism Bureau
Stanford Tourism Bureau
Stellenbosch Tourism Bureau
Stilbay Tourism Bureau
Swartland
Swellendam Tourism Bureau
Velddrift Tourism Bureau
Wildernis Tourism Bureau
Appendix C

Form A: 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 2)
FOR DEPARTMENTAL USE

Reference number:
Request received by:
____________________________________
____________________________________
(State rank, name and surname of information officer/deputy information officer)
on (date) _____________________________ at (place) _____________________________.
Request fee (if any): R ___________ Deposit (if any): R ___________
Access fee: R ___________

____________________________________
Signature of information officer/deputy information officer

A. Particulars of public body
The information officer/deputy information officer:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.
(b) Furnish an address and/or fax number in the Republic to which information must be sent.
(c) Proof of the capacity in which the request is made – if applicable – must be attached.

Full names and surname:
Identity number:
Postal address:
Fax: __________________ Telephone: __________________ Email:
Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.
Full names and surname:
Identity number:

**D. Particulars of record**

(a) **Provide full particulars of the record to which access is requested, including the reference number if it 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. 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:

**E. Fees**

(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 the record.

(d) If you qualify for exemption from the payment of any fee, please state the reason for this.

Reason for exemption from payment of fees:

**F. Form of access to record**

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 hereunder, state your disability and indicate in which form the record is required.

Disability: ___________________________ Form in which record is required: ___________________________

**Notes:**

(a) Compliance with your request for access in the specified form depends on the form in which the record is available.

(b) 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.

(c) The fee payable for access to a record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an “X”.

1. If the record is in written or printed form –
   - copy of record*
   - inspection of record
2. If the 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 the record consists of recorded words or information which can be reproduced in sound –
   listen to the soundtrack (audio cassette)
   transcription of soundtrack* (stiffy or compact disc)

4. If the record is stored on computer or in an electronic or machine-readable format –
   printed copy of record*
   printed copy of information derived from the record*
   copy in computer readable form* (stiffy or compact disc)
   *If you requested a copy or transcript of a record (above), do you want the copy or transcription to be posted to you? A postal fee is payable.

   Yes    No

   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.

   In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved or declined. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you like to be informed of the decision regarding your request for access to a record?

Signed at ______________________ this ____________ day of _________________ 20__.

_________________________________
Signature of requester/person on whose behalf request is made
Appendix D – FEES IN RESPECT OF PUBLIC BODIES

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE OF 15 FEBRUARY 2002

1. 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.

2. The fees for reproduction referred to in regulation 7(1) are as follows:
   
   (a) For every photocopy of an A4-size page or part thereof: R0,60
   (b) 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
   (c) For a copy in a computer-readable form on –
       (i) stiffy disc: R5,00
       (ii) compact disc: R40,00
   (d) (i) A transcription of visual images, for an A4-size page or part thereof: R22,00
       (ii) A copy of visual images: R60,00
   (e) (i) A transcription of an audio record, for an A4-size page or part thereof: R12,00
       (ii) A copy of an audio record: R17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

   A  (a) For every photocopy of an A4-size page or part thereof: R0,60
   (b) 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
   (c) For a copy in a computer-readable form on –
       (i) stiffy disc: R5,00
       (ii) compact disc: R40,00
   (d) (i) A transcription of visual images, for an A4-size page or part thereof: R22,00
       (ii) A copy of visual images: R60,00
   (e) (i) A transcription of an audio record, for an A4-size page or part thereof: R12,00
       (ii) A copy of an audio record: R17,00
   (f) To search for and prepare the record for disclosure: R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

   B For purposes of section 22(2) of the act, the following applies:
   (a) Six hours as the hours to be exceeded before a deposit is payable.
   (b) One third of the access fee is payable as a deposit by the requester.

   C The actual postage is payable when a copy of a record has to be posted to a requester.