



## PROMOTION OF ACCESS TO INFORMATION ACT

(Act 2 of 2000) Section 51

### Prescribed Fees for Bob Group (Pty) Ltd (2000/010005/07)

#### 1. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 1.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 1.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 1.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 1.4. Records may be withheld until the fees have been paid.
- 1.5. The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).
- 1.6. Payments to be paid to Bob Group (Pty) Ltd.
- 1.7. Value-Added Tax (VAT) is only payable by institutions who are registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

#### 2. FEES IN RESPECT OF PRIVATE BODIES

- 2.1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
- 2.2. The fees for reproduction referred to in regulation 11(1) are as follows:

1 For every photocopy of an A4-size page or part thereof	R 1.10
2 For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	R 0.75
3 For a copy in a computer-readable form on: <ul style="list-style-type: none"><li>- stiffy disc</li><li>- compact disc</li></ul>	R 7.50 R 70.00
4 For a transcription of visual images, for an A4-size page or part thereof <ul style="list-style-type: none"><li>- For a copy of visual images</li></ul>	R 40.00 R 60.00
5 For a transcription of an audio record, for an A4-size page or part thereof <ul style="list-style-type: none"><li>- For a copy of an audio record</li></ul>	R 20.00 R30.00

**Postal Address:**

Bob Group (Pty) Ltd  
PO Box 6009  
Rivonia, Johannesburg  
2128

**Johannesburg:**

Ground Floor, Building 2  
Silver Point Office Park  
22 Ealing Crescent  
Bryanston, Johannesburg  
2021

**Pretoria:**

8th Floor, Menlyn  
Central Office Tower  
125 Dallas Avenue  
Menlyn, Pretoria  
0181



2.3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

2.4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

- |   |   |                    |
|---|---|--------------------|
| 1 | For every photocopy of an A4-size page or part thereof  | R 1.10             |
| 2 | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form                                     | R 0.75             |
| 3 | For a copy in a computer-readable form on: <ul style="list-style-type: none"><li>- floppy disc</li><li>- compact disc</li></ul>                             | R 7.50<br>R 70.00  |
| 4 | For a transcription of visual images, for an A4-size page or part thereof <ul style="list-style-type: none"><li>- For a copy of visual images</li></ul>     | R 40.00<br>R 60.00 |
| 5 | For a transcription of an audio record, for an A4-size page or part thereof <ul style="list-style-type: none"><li>- For a copy of an audio record</li></ul> | R 20.00<br>R30.00  |
| 6 | To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.           |                    |

**For purposes of section 54(2) of the Act, the following applies:**

- 2.4.1. Six hours as the hours to be exceeded before a deposit is payable; and  
2.4.2. One third of the access fee is payable as a deposit by the requester.

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

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