**ANNEXURE B – fees in respect of public bodies**

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|  | **Description** | **Amount** |
| 1. | The request fee payable by every requester | R100.00 |
| 2. | Photocopy of A4-size page | R1.50 per page or part thereof |
| 3. | Printed copy of A4-size page | R1.50 per page or part thereof |
| 4. | 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 |
| 5. | For a transcription of visual images per A4-size page | Service to 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: |  |
|  | (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 |
| 9. | To search for and prepare the record for disclosure for each hour | R100.00 |
|  | or part of an hour, excluding the ﬁrst hour, reasonably required for |  |
|  | such search and preparation. |  |
|  | To not exceed a total cost of | R300.00 |
| 10. | Deposit: If search exceeds six hours | One third of amount per request  calculated in terms of items 2 to 8 |
| 11. | Postage, email, or any other electronic transfer | Actual expense if any |

**Payment of fees**

Any fee payable must be paid into the following cost code: E01951/32604 (External recoverables).

The prescribed fees are payable via EFT or in cash at the cashiers in the Student Services Centre, below the Human Sciences Building.

Office hours are Monday to Friday 07:30 –16:00.

N.B.: No credit card payments are accepted.