

Request for access to record of private body

(POPI Act: Form C)

CURRO

Curro Holdings Ltd/Reg. no. 1998/025801/06/VAT Reg. no. 4670183484

Section 1: Particulars of private body

The Head (Information Officer):

School name

Section 2: Particulars of person requesting access to the record

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

Name and surname													
ID number													
Postal address							Telephone number						
							Fax number						
							Cellphone number						
Email address													

Capacity in which request is made, when made on behalf of another person:

--

Section 3: 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.

Name and surname												
ID number												

Section 4: Particulars of record

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

Description of record or relevant part of the record:

--

Reference number, if available:

--

Any further particulars of record:

--

Section 5: 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 a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

Section 6: 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 below, 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 may depend 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 the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an X:

If the record is in written or printed form:

copy of record* inspection of record

If record consists of visual images (videos, photographs, slides, etc.)

view images copy of images* transcription of images*

If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack transcription of soundtrack*
(audio cassette) (written or printed document)

If record consists of visual images (videos, photographs, slides, etc.)

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 transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable. Yes No

Section 7: Particulars of right to be exercised or protected

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.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

Section 8: Notice of decision regarding request for access

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

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

Signed at _____ on this day _____ of _____ 20____.

Signature of requester *or*
Person on whose behalf request is made