

PAIA MANUAL

OF

HELDERBERG PROPERTY INVESTMENTS (PTY) LTD

(“HELDERBERG”)

Registration number 2021/341216/07

in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 as amended
 (“PAIA”)

Updated: October 2023

1. SCOPE

1.1. Purpose

The purpose of this document is to serve as the Manual for the Company as required in terms of Section 51 of the Promotion of Access to Information Act No: 2 of 2000 ("PAIA") in order to promote the right of access to information, giving effect to the constitutional right in terms of section 32 of the Constitution of the Republic of South Africa Act No: 108 of 1996 ("the Constitution"). Section 9 of PAIA limits the right to access information, such justifiable limitations include commercial confidentiality, good governance and the protection of personal information. This Manual sets out the responsibilities of the Company's Information Officer, who will take up the duties mandated in PAIA to ensure compliance with PAIA. This Manual provides a reference to the Records held by the Company and the procedures that need to be followed to request access to such Records.

2. DEFINITIONS

The following definitions are used in this Manual: -

- 2.1. **"Company"** – Helderberg Property Investments (Pty) Ltd (registration number: 2021/341216/07), a company registered and incorporated with limited liability in accordance with the company laws of the Republic of South Africa;
- 2.2. **"Information Officer"** - Helderberg's Chief Operating Officer as referred to in clause 3.2;
- 2.3. **"Manual"** – this manual prepared in accordance with section 51 of PAIA;
- 2.4. **"PAIA"** - Promotion of Access to Information Act No. 2 of 2000, as amended from time to time including the regulations promulgated in terms of PAIA;
- 2.5. **"POPIA"** - the Protection of Personal Information Act, No. 4 of 2013;
- 2.6. **"Personal Information"** – the information relating to an unidentifiable, living, natural person, or an identifiable, existing juristic person, as defined in POPIA;
- 2.7. **"Record"** - has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;
- 2.8. **"Republic"** – the Republic of South Africa;
- 2.9. **"Requester"** - has the meaning ascribed thereto in section 1 of PAIA; and
- 2.10. **"Request for Access"** - has the meaning ascribed thereto in section 1 of PAIA.

Capitalised terms used in this Manual have the meanings ascribed thereto in PAIA, unless otherwise defined herein.

3. COMPANY DETAILS: SECTION 51(1)(A) OF PAIA AND CONTACT DETAILS OF THE INFORMATION OFFICER

3.1. The details of the Company are as follows:

Physical address	Suite 1 Ground Floor, 3 Melrose Boulevard, Melrose Arch 2196, Johannesburg
Postal address:	P.O. Box 652737 Benmore 2010
Telephone number:	011 684 1570
Fax number	011 684 1131

3.2. The Information Officer's contact details are as follows:

Chief Operating Officer	Grant Elliot
Physical address	Suite 1 Ground Floor, 3 Melrose Boulevard, Melrose Arch 2196, Johannesburg
Postal address	P.O. Box 652737 Benmore 2010
email address:	grant@thibaultinvestments.com
Mobile number:	082 857 0661

4. PAIA: SECTION 51 (1)(B)

- 4.1. PAIA grants a Requester access to Records of a private body, if the Record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided. **Refer to Form 03 - Outcome of request and fees applicable (attached hereto and also available at <https://infoeregulator.org.za/paia-forms/>)** for applicable fees.
- 4.3. Section 23 of POPIA (read with sections 18 and 53 of PAIA), grants a Requester (a customer, employee or third party) a right to request confirmation of Records containing their Personal Information being held by the Company, which confirmation shall be provided free of charge. The Requester can subsequently request a copy of the Record or a description of the Personal Information contained within the Record, subject to the fees prescribed by PAIA.
- 4.4. Requesters are referred to the Guide in terms of Section 10 of PAIA which has been compiled by the South African Human Rights Commission (“SAHRC”), which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC or at their website at <http://www.sahrc.org.za>.
- 4.5. The contact details of the SAHRC are:

Physical Address: The South African Human Rights Commission Braampark Forum 3 33 Hoofd Street Braamfontein, Johannesburg
Postal Address Private Bag X2700 Houghton, 2041
Telephone +27 11 877 3600
Fax +27 11 403 0668
Website address www.sahrc.org.za

5. SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF PAIA (SECTION 51(1) (e))

- 5.1. Records held by the Company
For the purposes of this clause 5.1, “Personnel” refers to any person who works for, or provides services to, or on behalf of the Company and receives or is entitled to receive remuneration and any other person who assist in carrying out or conducting the business of the Company. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers. This clause serves as a reference to the categories of information that the Company holds. The information is classified and grouped according to Records relating to the following subjects and categories:

SUBJECT	CATEGORY
Companies Act	• All trust deeds;

Records	<ul style="list-style-type: none"> • Documents of Incorporation; • Index of names of Directors; • Memorandum of Incorporation; • Minutes of meetings of the Board of Directors; • Minutes of meetings of Shareholders; • Proxy forms; • Register of directors' shareholdings; • Share certificates; • Share Register and other statutory registers and/or records and/or documents; • Special resolutions/Resolutions passed at General meetings; • Records relating to the appointment of: <ul style="list-style-type: none"> ○ Auditors; ○ Directors; ○ Prescribed Officer; ○ Trustees ; and ○ Secretary
Financial Records	<ul style="list-style-type: none"> • Accounting Records; • Annual Financial Reports; • Annual Financial Statements; • Asset Registers; • Bank Statements; • Banking details and bank accounts; • Banking Records; • Debtors / Creditors statements and invoices; • General ledgers and subsidiary ledgers; • General reconciliation; • Invoices; • Paid Cheques; • Policies and procedures; • Rental Agreements; and • Tax Returns
Income Tax Records	<ul style="list-style-type: none"> • PAYE Records; • Documents issued to employees for income tax purposes; • Records of payments made to SARS on behalf of employees; • All other statutory compliances: <ul style="list-style-type: none"> ○ VAT ○ Regional Services Levies ○ Skills Development Levies ○ UIF ○ Workmen's Compensation
Personnel Documents and Records	<ul style="list-style-type: none"> • Address Lists; • Disciplinary Code and Records; • Employee benefits arrangements rules and records; • Employment Contracts; • Forms and Applications; • Grievance Procedures; • Leave Records; • Medical Aid Records; • Payroll reports; • Safety, Health and Environmental records; • Salary Records; • Standard letters and notices • Training Manuals; and • Training Records.
Procurement	<ul style="list-style-type: none"> • Standard Terms and Conditions for supply of services and

	<ul style="list-style-type: none"> • products; • Contractor, client and supplier agreements; • Lists of suppliers, products, services and distribution; and • Policies and Procedures.
Leasing	<ul style="list-style-type: none"> • Tenant Details • Tenant application information
Marketing Department	Advertising and promotional material
Risk Management and Audit	<ul style="list-style-type: none"> • Audit reports; • Risk management frameworks; and • Risk management plans.
Safety, Health and Environment	<ul style="list-style-type: none"> • Complete Safety, Health and Environment Risk Assessment • Environmental Managements Plans • Inquiries, inspections, examinations by environmental authorities
IT	<ul style="list-style-type: none"> • Computer / mobile device usage policy documentation; • Disaster recovery plans; • Hardware asset registers; • Information security policies/standards/procedures; • Information technology systems and user manuals • Information usage policy documentation; • Project implementation plans; • Software licensing; and • System documentation and manuals
Corporate Social Responsibility (CSR)	<ul style="list-style-type: none"> • CSR schedule of projects/record of organisations that receive funding; • Reports, books, publications and general information related to CSR spend; • Records and contracts of agreement with funded organisations

5.2. Please note that the accessibility of the Records may be subject to the grounds of refusal set out in this Manual. Amongst other, Records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before the Company will consider access.

6. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF PAIA

- 6.1. Records of a public nature, typically those disclosed on the Company's website and in its various annual reports, may be accessed without the need to submit a formal application.
- 6.2. Other non-confidential Records, such as statutory Records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such Records will still have to be made with the Information Officer.

7. DESCRIPTION OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d))

Where applicable to its operations, the Company also retains Records and documents in terms of the legislation below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, Records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of PAIA; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be made in accordance with the provisions of PAIA.

- 7.1. Basic Conditions of Employment Act, No 75 of 1997;
- 7.2. Broad- Based Black Economic Empowerment Act, No 75 of 1997;
- 7.3. Companies Act, No 71 of 2008;
- 7.4. Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
- 7.5. Competition Act, No.71 of 2008;
- 7.6. Constitution of the Republic of South Africa 2008;
- 7.7. Consumer Protection Act, No 68 of 2008
- 7.8. Copyright Act, No 98 of 1978;
- 7.9. Electronic Communications and Transactions Act, No 25 of 2002;
- 7.10. Employment Equity Act, No 55 of 1998;
- 7.11. Financial Intelligence Centre Act, No 38 of 2001;
- 7.12. Financial Markets Act, No 19 of 2012;
- 7.13. Income Tax Act, No 58 of 1962;
- 7.14. Labour Relations Act, No 66 of 1995;
- 7.15. Occupational Health & Safety Act, No 85 of 1993;
- 7.16. Prescription Act, No 68 of 1969;
- 7.17. Prevention of Organised Crime Act, No 121 of 1998; x
- 7.18. Promotion of Access to Information Act, No 2 of 2000;
- 7.19. Protection of Personal Information Act, No. 4 of 2013;
- 7.20. Protected Disclosures Act, No, 26 of 2000;
- 7.21. Rental Housing Act, No 50 of 1999
- 7.22. Skills Development Levies Act No. 9 of 1999;
- 7.23. Unemployment Insurance Contributions Act 4 of 2002;
- 7.24. Unemployment Insurance Act No. 30 of 1966;
- 7.25. Value Added Tax Act 89 of 1991.

** Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a Record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof. It is further recorded that the accessibility of documents and Records may be subject to the grounds of refusal set out in this Manual.*

8. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE

- 8.1. The Requester must comply with all the procedural requirements contained in PAIA relating to the Request for Access to a Record.
- 8.2. The Requester must complete the prescribed form (**See Annexure Form 02 attached hereto, also available at <https://inforegulator.org.za/paia-forms/>**), and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as noted in clause 3 above.
- 8.3. The prescribed form must be filled in with sufficient information to enable the Information Officer to identify:
 - 8.3.1. the Record or Records requested; and
 - 8.3.2. the identity of the Requester.
- 8.4. The Requester should indicate which form of access is required and specify a postal address of fax number of the requester in the Republic.
- 8.5. The Requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The

Requester must clearly specify why the Record is necessary to exercise or protect such a right (section 53(2)(d)).

- 8.6. The Company will process the request within 30 (thirty) days, unless the Requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with. Requesters must take note that in terms of PAIA, the 30 (thirty) day period mentioned hereinbefore may be extended for a further period of not more than 30 (thirty) days under certain circumstances (details will be provided together with the notification of such extension).
- 8.7. The Requester shall be advised whether access is granted or denied in writing. If, in addition, the Requester requires the reasons for the decision in any other manner, the Requester will be obliged to state which manner and the particulars required.
- 8.8. If a request is made on behalf of another person, then the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer (section 53(2)(f)).
- 8.9. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 8.10. The Requester must pay the prescribed fee, before any further Processing can take place.
- 8.11. All conditions as contained in this clause 8 should be complied with, failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the Requester has furnished all the necessary and required information. The Information Officer shall sever a Record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

9. REFUSAL OF ACCESS TO RECORDS

- 9.1. The Company may legitimately refuse to grant access to a requested Record that falls within a certain category. Grounds on which the Company may refuse include:
 - 9.1.1. Protecting Personal Information that the Company hold about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
 - 9.1.2. Protecting commercial information that the Company holds about a third party or the Company (for example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of the Company or the third party);
 - 9.1.3. If disclosure of the Record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
 - 9.1.4. If disclosure of the Record would endanger the life or physical safety of an individual;
 - 9.1.5. If disclosure of the Record would prejudice or impair the security of property or means of transport;
 - 9.1.6. If disclosure of the Record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
 - 9.1.7. If disclosure of the Record would prejudice or impair the protection of the safety of the public;
 - 9.1.8. The Record is privileged from production in legal proceedings, unless the legal privilege has been waived;
 - 9.1.9. Disclosure of the Record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of the Company;
 - 9.1.10. Disclosure of the Record would put the Company at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
 - 9.1.11. The Record is a computer program which is owned by the Company and protected by copyright and intellectual property laws;

- 9.1.12. The Record contains information about research being carried out or about to be carried out on behalf of a third party of the Company and/or
 - 9.1.13. Information not yet in the public domain;
 - 9.1.14. Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.
- 9.2. All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 9.3. If a requested Record cannot be found or if the Record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the Requester that it is not possible to give access to the requested Record. The affidavit or affirmation will include the steps that were taken to try and locate the Record. Such a notice will be regarded as a decision to refuse a Request for Access to the Record concerned for the purpose of PAIA. If the Record should later be found, the Requester shall be given access to the Record in the manner stipulated by the Requester in the prescribed form, unless the Information Officer refuses access to such Record.

10. REMEDIES AVAILABLE WHEN THE COMPANY REFUSES A REQUEST

The Company does not have internal appeal procedures regarding the refusal of any requests. As such, the decision made by the Information Officer, is final. If a request is denied, the Requestor is entitled to apply to a court with appropriate jurisdiction, for relief.

11. PRESCRIBED FEES (SECTION 51 (1)(f))

- 11.1. PAIA provides for two types of fees, namely:
- 11.1.1. A request fee, which is a form of administration fee to be paid by all Requesters except personal Requesters, before the request is considered and is not refundable; and
 - 11.1.2. An access fee, which is paid by all Requesters in the event that a Request for Access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a Record for delivery to the Requester.
- 11.2. When the request is received by the Information Officer, such officer shall by notice require the Requester, other than a personal Requester, to pay the prescribed request fee, before further processing of the request (section 54(1)).
- 11.3. If the search for the Record has been made and the preparation of the Record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the Requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.
- 11.4. The Information Officer shall withhold a Record until the Requester has paid the fees as indicated below.
- 11.5. A Requester whose Request for Access to a Record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure including making arrangements to make it available in the request form.
- 11.6. If a deposit has been paid in respect of a Request for Access, which is refused, then the Information Officer concerned must repay the deposit to the Requester.

12. DECISIONS

- 12.1. The Company will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 12.2. The 30 (thirty) day period within which the Company has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the Company and the information cannot reasonably be obtained within the original 30 (thirty) day period.
- 12.3. The Company will notify the Requester in writing should an extension be sought.

13. REVISIONS TO THIS POLICY

The Company may amend this Manual from time to time. It is available and accessible at <https://helderbergcentre.com/> or on request to the Company's designated Information Officer (being the person duly authorised by the head of the Company and appointed by the Company to act in this capacity).

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: *The Information Officer*

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made <i>(if applicable):</i>				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	

Reference number, if available	
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Any further particulars of record	

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(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)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

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:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. *If your request is granted the—*
 - (a) *amount of the deposit, (if any), is payable before your request is processed; and*
 - (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>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</i>)	

Kindly note that your request has been:

	Approved
	Denied

for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____
 Name of account holder: _____
 Type of account: _____
 Account number: _____
 Branch Code: _____
 Reference Nr: _____
 Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer