



PAIA REQUEST FOR ACCESS TO RECORDS (FORM A)

Promotion of Access to Information Act, 2 of 2000 (Section 53)

Request for Access to Records Held by a Private Body

A. Particulars of the Private Body

Name of Private Body: TruMate (a product of TruBase Technologies (Pty) Ltd)

Physical Address:

D491 Khululeka Drive
KwaDabeka
Durban, 3612
KwaZulu-Natal
South Africa

Information Officer: Patrick Mthimkhulu

Email: support@trumate.co.za

B. Particulars of Person Requesting Access to the Record

(The particulars of the person who requests access to the record must be given below)

Full Names and Surname: _____

Identity Number / Passport Number: _____

Postal Address: _____

Email Address: _____

Contact Number: _____

Capacity in which request is made (if on behalf of another person):

C. Particulars of Person on Whose Behalf Request is Made

(Complete only if request is made on behalf of another person)

Full Names and Surname: _____

Identity Number / Passport Number: _____

D. Particulars of Record Requested

Provide full particulars of the record to which access is requested, including reference numbers if known, to enable the record to be located.

E. Fees

- A request fee of **R140.00** is payable for requests other than requests for personal information.
- No request fee is payable when requesting access to personal information.
- Access fees may be payable if the request is granted, in accordance with the PAIA Manual.

Proof of payment (if applicable) must be attached.

F. Form of Access to Record

(Mark the appropriate box with an X)

Inspection of record

Copy of record

Transcription of record

Electronic copy (USB / Email)

If record is in written or printed form:

Copy of record

Inspection of record

If the record consists of visual images:

View images

Copy of images

Transcription of images

If the record consists of recorded sounds:

Listen to sounds

Transcription of sounds

G. Particulars of Right to be Exercised or Protected

If the requested record is required for the exercise or protection of any right, state the nature of the right and explain why the record is required for the exercise or protection of that right.

H. Notice of Decision

You will be notified in writing whether your request has been approved or denied.

Preferred method of communication:

- Email
- Post

I. Signature

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

Signature of Requester: _____

Note:

- Proof of identity must be attached when requesting personal information.
- Failure to complete this form properly may result in delays or refusal of the request.

For Office Use Only

Reference Number: _____

Request Fee Paid: Yes No

Access Fee Payable: R_____

Decision: Granted Refused

Reason for Decision (if refused):

Information Officer Signature: _____ Date: _____

