

**Formal Request Form for Documents not automatically available**

**Form A**

**REQUEST FOR ACCESS TO RECORD(S) OF SORBET HOLDINGS (PTY) LIMITED**  
(Section 53 (1) of Promotion of Access to Information Act, 2000)

**A Particulars of private body:**

<b>Contact details</b>	
Chief Executive Officer (as defined in PAIA)	
Information officer	
Postal address	
Physical address	
Telephone number	
Email address	

**B Particulars of person requesting a record**

<p>a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>b) <i>The address, e-mail and/or fax number in the Republic to which the information is to be sent, must be given.</i></p> <p>c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> <p>d) <i>If the request is made on behalf of another person, evidence of the capacity in which the request is made, is also to be provided with the request.</i></p>
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<b>Contact details</b>	
Full name	
Identity number	
Postal address	
Physical address	
Telephone number	
Email address	

**C Particulars of person on whose behalf request is made**

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>	
Full name	
Identity number	
Capacity in which request is made	

**D Particulars of the record**

<p>a) <i>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.</i></p> <p>b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form.</i></p> <p>c) <i>The requester's attention is drawn to the grounds on which the private body must or may refuse access to a record (in certain instances this may be mandatory, in others it may be discretionary).</i></p>	
<p><i>Mandatory protection of the privacy of a third party who is a natural person</i></p> <p><i>Mandatory protection of commercial information of third party</i></p> <p><i>Mandatory protection of certain confidential information of a third party</i></p> <p><i>Mandatory protection of the safety of individuals and the protection of property</i></p> <p><i>Mandatory protection of records privileged from production in legal proceedings</i></p> <p><i>Commercial information of a private body</i></p> <p><i>Mandatory protection of research information of a third party and a private body</i></p>	
<p><b><i>The requester must sign all the additional folios.</i></b></p>	
Description of the record or relevant part of the record:	
Reference number, if available:	
Any further particulars of the record:	

**E Description of record or relevant part of the record**

Category	Description of record

**F Fees**

<p>a) <i>A request for access to a record, other than a record containing personal information about yourself, will be processed only after the required request fee has been paid.</i></p> <p>b) <i>You will be notified of the amount required to be paid as the request fee.</i></p> <p>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 the record.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i></p>		
<p><b>The requester qualifies for an exemption in payment of fees (mark the applicable box)</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p><b>Reason:</b></p>		

**G 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:
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Mark the appropriate box with an X.

**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.

1. If the record is in written or printed form:

Copy of record*	Inspection of record
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2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

View the images	Copy of the images*	Transcription of the images
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3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)	Transcription of the soundtrack* (written or printed document)
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4. If the record is held on a computer or in an electronic or machine-readable form:

Printed copy of the record	Printed copy of information derived from the record*	Copy in computer readable form* (Compact Disc)
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*If you requested a copy of transcription of a record (above), do you wish the copy or transcription to be posted to you?	Yes	No
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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.

In which language would you prefer the record?

**H Notice of decision regarding request for access**

Requesters will be notified in writing whether their request has been approved/denied.

Signed at ..... this .....day of.....20.....

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SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE.