

PREScribed FEES

The following applies to requests:

- 1.1. A requestor is required to pay the prescribed fees before a request will be processed;
- 1.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 1.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 1.4. Records may be withheld until the fees have been paid;
- 1.5. Payments should be made to BMW Financial Services (South Africa) (Pty) Ltd.

Fees in respect of Private bodies

Item	Description	Amount
1.	The request fee payable by every requestor	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof
3.	Printed copy of A4-size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on: i. Flash drive (to be provided by requestor) ii. Compact disc ▪ If provided by requestor ▪ If provided to the requestor	R40.00 R40.00 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) ii. Compact disc ▪ If provided by the requestor ▪ If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8
11.	Postage, e-mail, or any other electronic transfer	Actual expense if any