

PAIA Fees		Issue Date	28 August 2021	
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Promotion of Access to Information Act, 2000

(Act no. 2 of 2000)

Prescribed Fees

The following applies to requests (other than personal requests):

1. A requester, other than a personal requester, is required to pay the prescribed fee of R50.00, referred to in section 54(1) of the Act, before a request will be processed;
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);
3. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the South African Department of Justice and Constitutional Development at <https://www.justice.gov.za/paia/paia-faq.htm>.
6. Payments are to be paid to Bolttech South Africa (Pty) Ltd.

Fees in respect of private bodies.

1. The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
 - a. For every photocopy of an A4-size page or part thereof: R1.10
 - b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form: R 0.75
 - c. For a copy in a computer-readable form on:
 - i. stiffy disc: R 7.50
 - ii. compact disc R 70.00
 - d. For a transcription of visual images;
 - i. for an A4-size page or part thereof: R 40.00
 - ii. for a copy of visual images: R 60.00
 - e. For a transcription of an audio record;
 - i. for an A4-size page or part thereof: R 20.00
 - ii. for a copy of an audio record: R 30.00
 - f. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
 - g. For purposes of section 54(2) of the Act, the following applies:
 - i. Six hours as the hours to be exceeded before a deposit is payable; and
 - ii. One third of the access fee is payable as a deposit by the requester.
2. The actual postage is payable when a copy of a record must be posted to a requester.

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