



**4Most Systems (Pty) Ltd –
Request for access to record of a private body.**

**(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
(Regulation 10)**



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Director: M.M Fabian (Managing) Registration Number: 2003/ 031955 / 07



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1. Details of the Private Body (4Most Systems (Pty) Ltd)

Information Officer: Marius Fabian

Telephone: +27 (0)12 345 2505

Email: info@4most.co.za

Deputy Information Officer: Janne Kirsten

Telephone: +27 (0)12 345 2505

Email: jkirsten@4most.co.za

2. Details of the Requester

(Please complete in full. If you are making the request on behalf of another person, also complete Section C.)

Full Names & Surname: _____

Identity / Registration Number: _____

Postal Address: _____

Fax Number (if any): _____

Telephone Number: _____

Email Address: _____

(If applicable, please attach proof of the capacity in which the request is made (e.g., legal representative, guardian)).

3. Request Made on Behalf of Another Person

(Complete only if applicable)

Full Names & Surname: _____

Identity Number: _____

4. Record Requested

(Please provide sufficient details of the record to allow it to be identified).

Description of Record:

Reference Number (if known): _____

Further Particulars (if any): _____

(If more space is needed, please attach a separate page. Each additional page must be signed by the requester.)

5. Fees

- Requests for access to records (other than your own personal information) will only be processed once the prescribed request fee has been paid.
- You will be notified of the amount payable.
- The final fee may depend on the form of access requested and the time taken to locate and prepare the record.

Reason for exemption from payment of fees (if applicable):

6. Form of Access Requested

(Mark the relevant option with an X).

6.1 Written / Printed Record

- ☐ Copy of record
- ☐ Inspection of record

6.2 Visual Images (photographs, slides, video, computer-generated images, etc.)

- ☐ View images
- ☐ Copy of images
- ☐ Written transcription of images

6.3 Electronic / Computer Record

- ☐ Printed copy of record
- ☐ Copy in electronic form (e.g., CD/DVD/USB)
- ☐ Printed copy of information derived from the record

6.4 If you request a copy or transcription, do you wish it to be posted/couriered to you? (Postage/courier fees is payable)

- ☐ Yes
- ☐ No

7. Right to be Exercised or Protected

Specify the right you wish to exercise or protect: _____

Explain why the requested record is required for the exercise or protection of that right:

8. Signature

Signed at _____ on this _____ day of _____ 20_____

Signature of Requester / Representative: _____