

**PAIA FEES: AS CONTAINED IN ANNEXURE B TO THE NEW PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO 2 OF 2000), (PAIA): REGULATIONS ON PAGES 18 TO 85 IN REGULATION GAZETTE NO. 11329 DATED 27 AUGUST 2021, VOL. 674, NO. 45057**

1. The **PAIA fees** that applies are as follows:

<b>REQUEST FEE</b>		
The deputy information officer who handles the request must complete Part A of the SAPS 512(b) Notice of Fee Payable-form and provide it to the requester, informing him or her of the Request Fee payable before the request will be processed any further.		
Item	Description	Amount
1.	The Request Fee payable by a requester	<b>R 100,00</b>
<b>ACCESS/REPRODUCTION FEE</b>		
When access is granted, the deputy information officer who handles the request must complete Part A of the SAPS 512(e) Decision on Request for Access to a Record-form and notify the requester, amongst other, the access fee which is payable.		
Item	Description	Amount
2.	Photocopy of A4-size page or part thereof	<b>R 1,50</b>
4.	Printed copy of A4-size page or part thereof	<b>R 1,50</b>
5.	For a copy in a computer-readable form on:	
	(1) Flash drive (to be provided by the requester)	(1) <b>R 40,00</b>
	(2) Compact disc:	
	(a) If provided BY the requester	(2)(a) <b>R 40, 00</b>
	(b) If provided TO the requester	(2)(b) <b>R 60, 00</b>
6.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	<b>R 24,00</b>
8.	Copy of an audio record on:	
	(1) Flash drive (to be provided by the requester)	(1) <b>R 40,00</b>
	(2) Compact disc:	
	(a) If provided BY the requester	(2)(a) <b>R 40, 00</b>
	(b) If provided TO the requester	(2)(b) <b>R 60, 00</b>
9.	To search for and prepare the record for the disclosure for each hour or part of an hour, excluding the first hour (i.e. the first hour is free of charge), reasonably required for such search and preparation. To NOT EXCEED a total cost of:	<b>R 100,00</b>  <b>R 300,00</b>
10.	Deposit if search exceeds 6 hours  NOTE: the amount payable as a deposit must not exceed one third of the amount payable, if the request is granted.	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

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## 2. Personal Requester

The definition of a “personal requester” has been deleted in the PAIA and a person who requests access to a record that contains personal information relating to himself or herself is now liable to also pay the R 100,00 Request Fee (this includes this person’s authorised representative e.g. this person’s attorney, lawyer, insurance company, parents of the minor child or the next of kin, etc.).

## 3. Request for access to section 15 Automatically Available Record

The National Deputy Information Officer: PAIA annually updates the section 15 of PAIA Notice (list) of Automatically Available Records of the Service. The updated notice for 2021 will be published by the Minister of Justice and Correctional Services and the National Deputy Information Officer: PAIA will make the updated published Notice available:

- (a) to the Information Regulator;
- (b) on the website of the Service to replace the current Notice;
- (c) on the Intranet for employees; and
- (d) for inspection at the office of the National Deputy Information Officer.

These records are listed as automatically available without a requester having to request access thereto through the normal PAIA request procedure. The procedure to follow when a request for access to such a record is received at the Service, is still applicable as set out in par 35 of the NI 14 of 2019. A requester may request a copy of such record and must be provided with such copy upon payment of the Access or Reproduction Fee (where applicable). The R 100,00 Request Fee is not payable.

For ease of reference, an example of some of the records that are listed as section 15 Automatically Available Records, are:

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<p><b>ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</b></p> <p><i>Note that —</i></p> <ul style="list-style-type: none"> <li>• with the term “<b>copy</b>” is meant where reproduction is done manually;</li> <li>• a copy of a completed <b>accident report</b> will only be furnished to the authorised person;</li> <li>• when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of</li> </ul>	<p>If the record is still in the possession or under control of the Service, the records may be obtained by the <b>authorised</b> person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service.</p> <p><i>Note that —</i></p> <p>The following persons are deemed to be authorised persons:</p> <ol style="list-style-type: none"> <li>(a) an involved party in the accident (e.g. driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if</li> </ol>

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<p>an accident report free of charge.</p>	<p>he or she can prove that he or she is an involved party;</p> <p>(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or</p> <p>(c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (e.g. an attorney who provides the relevant power of attorney to act on behalf of the person).</p>
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**4. Persons who do not pay any fees**

The following persons do not pay the Request Fee or any Access or Reproduction Fees:

- (a) The suspect, victim or complainant who requests a copy of his or her own statement in an open docket;
- (b) A record that must be provided in terms of a *subpoena duces tecum* or summons; and
- (b) A person that is exempted by the Minister of Justice and Correctional Services by proclamation in the Gazette (e.g. a person who is incarcerated or he or she is unemployed or he or she receives an annual income, after permissible deductions which does not exceed R 14 712, 00 or he or she is married and his or her life partner whose annual income, after permissible deductions does not exceed R27 192, 00 per annum, etc.) (see par 14(2)(g) of NI 14 of 2019).