

**THE PROMOTION OF  
ACCESS TO INFORMATION  
ACT SECTION 51 MANUAL**

**FOR**

**THE INTERNATIONAL TRADE  
ADMINISTRATION COMMISSION  
OF SOUTH AFRICA**



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## **1. INTRODUCTION**

The Promotion of Access to Information Act, No. 2 of 2000 (the Act), which came into effect on 9 March 2001, gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released.

The object of the Act is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

Section 9 of the Act, however, recognises that the right to access to information cannot be unlimited. The access to information is therefore subject to justifiable limitations.

Section 14 of the Act obliges public bodies to compile a manual to assist a person to obtain access to information held by a public body and stipulated the minimum requirements with which a manual has to comply. This Manual is intended to foster a culture of transparency and accountability within the International Trade Administration Commission of South Africa (ITAC). The purpose of this manual is to inform a person how to obtain access to records held by ITAC, giving effect to Section 14 of the Act. The Manual will enable members of the public to acquaint themselves with the procedures to be followed to access records that are in the possession of ITAC.

## **2. FUNCTIONS AND STRUCTURE OF ITAC**

### **2.1 Vision**

An institution of excellence in international trade administration, enhancing economic growth and development.

### **2.2 Mission**

ITAC aims to create an enabling environment for fair trade through: efficient and effective administration of its trade instruments, and technical advice to **the dtic**.

### **2.3 Functions**

The functions of ITAC are as follows:

- To promote sustainable economic development through improvements of international competitiveness and the optimal use of resources;
- To promote increased global competitiveness through cost reduction of inputs;
- To support Government's economic and employment initiatives and programmes such as the Industrial Policy Action Plan (IPAP) and the New Growth Path (NGP) and various Master Plans;
- To promote the creation of employment opportunities to *inter alia* support in the enhancement of the beneficiation of goods prior to export;
- To control imported goods for reasons such as health, environmental and security;
- To investigate non-compliance and contraventions of the provisions of ITAC's governing statute which may in certain instances lead to the seizure of illegally imported goods and illegal goods destined for export;
- To protect SACU industries against unfair international trade practices;
- To improve global competitiveness of certain industry sectors such as the clothing and textile manufacturing industry and the motor vehicle and component manufacturing industry, in line with the objectives of Government as set out in, *inter alia*, its industrial and trade policies.

### **2.4 Structure**

ITAC is a body governed by the provisions of the International Trade Administration Act, No 71 of 2002 (the ITA Act). The ITA Act provides for a Chief Commissioner who also serves as the Chief Executive Officer, and is responsible for the general

administration of the Commission, and is directly accountable to the Minister of Trade Industry and Competition. The Chief Commissioner is assisted by a Deputy Chief Commissioner and a maximum of ten part-time Commissioners.

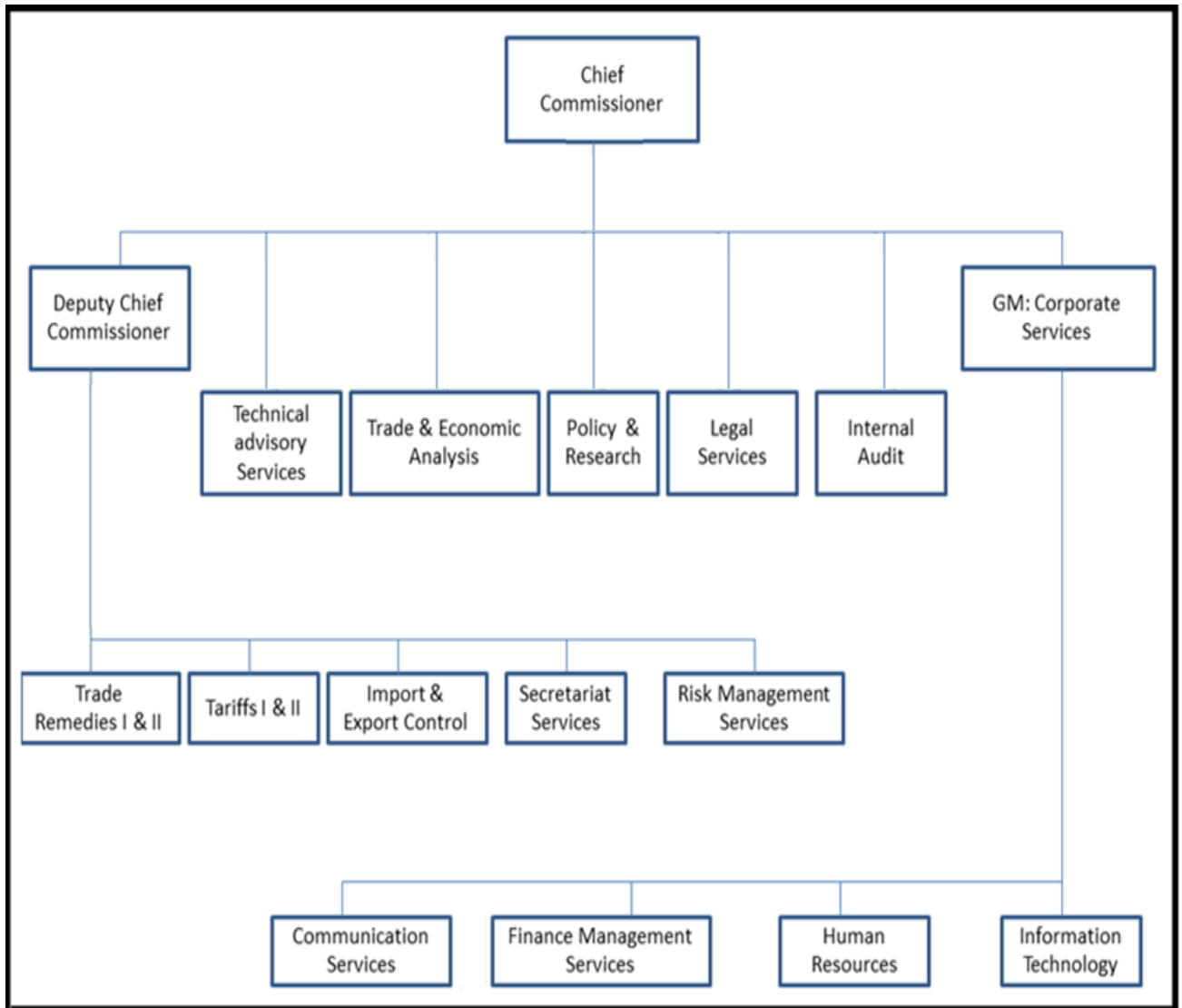
ITAC consists of a Corporate Services division and three core business units, namely:

- Tariff Investigations;
- Trade Remedies; and
- Import and Export Control

The Commission evaluates investigations and makes recommendations based on individual tariff and trade remedies investigations to the Minister of Trade Industry and Competition.

## 2.5 Schematic diagram of structure

### ORGANISATIONAL STRUCTURE



### **3. CONTACT DETAILS OF THE INFORMATION OFFICER & DEPUTY INFORMATION OFFICERS**

In terms of the Act, the Chief Commissioner of ITAC is the Information Officer. The Chief Commissioner has appointed Deputy Information Officers to attend to specific requests for information to make the organisation as accessible as possible. The contact details of the elected Deputy Information Officers are listed below:

#### **3.1 Deputy Information Officers**

**Ms. Averil Munsami**

**Senior Manager: Legal Services**

Tel: +27 (12) 394 3707

Email: [amunsami@itac.org.za](mailto:amunsami@itac.org.za)

Postal address: Private Bag X753, Pretoria, 0001

**Ms. Tlou Mulangaphuma**

**Chief Risk Officer**

Tel: +27 (12) 394 1816

Email: [tmulangaphuma@itac.org.za](mailto:tmulangaphuma@itac.org.za)

Postal address: Private Bag X753, Pretoria, 0001

#### **3.2 Address for all requests for information**

##### **3.3.1 Postal Address**

Information Officer

International Trade Administration Commission of South Africa

Private Bag X753

Pretoria

0001

##### **3.3.2 Physical Address**

Information Officer

International Trade Administration Commission of South Africa

DTI Campus (building E)

77 Meintjies Street

Sunnyside

Pretoria

#### **3.3 Website**

[www.itac.org.za](http://www.itac.org.za)

## **4. SERVICES**

### **Core Business Units**

ITAC is involved with amending tariffs, administering trade remedies and the administration of import and export controls.

### **4.1 Tariff Investigations**

The Unit conducts investigations regarding customs tariff amendments. There are three types of customs tariff amendments, which are administered by the Tariff Investigations Unit. These comprise investigations for increases in ordinary customs duties; reductions in ordinary customs duties; and the creation of rebate and drawback provisions.

Aside from the customs duty amendments, the unit also administers various kinds of rebate and drawback provisions falling under Schedules 3, 4, and 5 to the Customs and Excise Act, 1964. This administration is done by issuing permits and certificates in accordance with the Customs and Excise Act, 1964, and creating guidelines for a variety of industrial sectors to clear imported goods free of duty.

Currently, the Tariff Investigations Unit administers one of the sectoral programmes, the Automotive Production Development Program (APDP), which succeeded the Motor Industry Development Program (MIDP) in January 2013.

#### **4.1.1 Increase in customs duty**

An increase in the rate of customs duties is considered for the purpose of granting relief to domestic producers that may be experiencing threatening import pressures to adjust and restructure so that in the medium to long term they could become internationally competitive without any support in the form of customs duty protection. This is made possible by the fact that there is for certain goods a difference between the general applied rates and the WTO bound rates. The WTO bound rates act as a ceiling beyond which customs duty increases cannot go.

To enquire about this service contact the following people:

Ms. Rika Theart  
Tel: +27 (12) 394 3674  
Email: [rtheart@itac.org.za](mailto:rtheart@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Phatheka Busika  
Tel: +27 (12) 394 3595  
Email: [pbusika@itac.org.za](mailto:pbusika@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.1.2 **Reduction in the customs duty**

A reduction or removal of duties is considered, in cases where goods, consumption goods, intermediate or capital goods are not manufactured domestically or unlikely to be manufactured domestically.

To enquire about this service contact the following people:

Ms. Rika Theart  
Tel: +27 (12) 394 3674  
Email: [rtheart@itac.org.za](mailto:rtheart@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Phatheka Busika  
Tel: +27 (12) 394 3595  
Email: [pbusika@itac.org.za](mailto:pbusika@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.1.3 **Rebate and drawback of the customs duty**

The primary aim of these provisions is to provide a customs duty waiver, and therefore an availability at world competitive prices, for products that attract duties but are not produced or insufficiently produced domestically as an industrial or agricultural input for certain critical applications, as a capital item, or as an agricultural product for consumption.

Industry may also apply for a rebate or refund of duty on inputs used in goods destined for the export market. The rebate or refund of the duty levied on inputs used in exports is an incentive for allowing manufacturers to source their intermediate material and component inputs at world prices.

Rebates and drawbacks form a key pillar of certain industrial development programmes, such as the APDP for motor vehicles.

To enquire about this service contact the following people:

Ms. Rika Theart  
Tel: +27 (12) 394 3674



Email: [rtheart@itac.org.za](mailto:rtheart@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Phatheka Busika  
Tel: +27 (12) 394 3595  
Email: [pbusika@itac.org.za](mailto:pbusika@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website

#### **4.1.4 Production incentive (PI) and Volume Assembly Allowance (VAA) under APDP**

The PI is an incentive which is based on value-addition. This incentive is available to final manufacturers of qualifying motor vehicles, components and tooling.

The VAA is an incentive which is available to light motor vehicle assemblers who achieve a minimum plant volume of 10 000 units per annum. Beneficiaries of both incentives earn rebate credits which can be used to off-set customs duties on qualifying products.

To enquire about this service contact the following people:

Ms. Phatheka Busika  
Tel: +27 (12) 394 3595  
Email: [pbusika@itac.org.za](mailto:pbusika@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

The APDP Regulations and Information Documents are available on the website.

## **4.2 Trade Remedies**

### **4.2.1 Anti-dumping and Countervailing**

The Trade Remedies Unit is responsible for all aspects relating to unfair international trade practises. These trade remedies or trade defence instruments are anti-dumping, countervailing measures and safeguards. These instruments are the subject of agreements in the WTO and are generally accepted exceptions to trade liberalisation.

South Africa, as a signatory to the WTO Agreement, is authorised to use these measures to protect the South African economy from imports that are priced below the normal value of the exporting country (dumping) or are subsidised by the government of the exporting country or country of origin and that cause material injury to the SACU

industry, or against a surge of imports from all countries that causes serious injury to the SACU industry. Action against dumping is covered under the WTO Agreement on Implementation of Article VI of GATT 1994 (the Anti-Dumping Agreement). Relief against subsidised exports is covered under the WTO Subsidies and Countervailing Measures Agreement and relief sought as a result of increasing imports or a surge of imports causing serious injury is covered under the WTO Agreement on Safeguards.

#### 4.2.2 Action against dumping

ITAC conducts anti-dumping investigations, which provide protection for the SACU industry against unfair trade where foreign producers export their products to the SACU at prices lower than their domestic selling prices, thereby causing material injury to the SACU industry.

To enquire about this service contact the following people:

Ms. Carina Van Vuuren  
Tel: +27 (12) 394 3594  
Email: [cvanvuuren@itac.org.za](mailto:cvanvuuren@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Zoleka Xabendlini  
Tel: +27 (12) 394 3641  
Email: [zxabendlini@itac.org.za](mailto:zxabendlini@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.2.3 Action against subsidised exports

ITAC conducts countervailing investigations, which provide protection for the SACU industry against products imported at prices that are subsidised by the government of the exporting country, thereby causing material injury to the SACU industry.

To enquire about this service contact the following people:

Ms. Carina Van Vuuren  
Tel: +27 (12) 394 3594  
Email: [cvanvuuren@itac.org.za](mailto:cvanvuuren@itac.org.za)  
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Ms. Zoleka Xabendlini  
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Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.2.4 **Sunset reviews of duties in place for five years**

ITAC conducts sunset reviews in order to determine whether any anti-dumping or countervailing duty that has been in place for five years needs to be continued, i.e. whether there will be a continuation or recurrence of injurious dumping or injurious subsidised exports if the duty were to be removed. The purpose of the service is to provide protection for the SACU industry against continuation or recurrence of dumping and material injury.

To enquire about this service contact the following people:

Ms. Carina Van Vuuren  
Tel: +27 (12) 394 3594  
Email: [cvanvuuren@itac.org.za](mailto:cvanvuuren@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Zoleka Xabendlini  
Tel: +27 (12) 394 3641  
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Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.2.5 **Action against circumvention of duties**

ITAC conducts circumvention investigations where anti-dumping or countervailing duties are circumvented. The purpose of this service is to provide protection for the SACU industry through the increase in or extension of the scope of application of dumping or countervailing duties.

To enquire about this service contact the following people:

Ms. Carina Van Vuuren  
Tel: +27 (12) 394 3594  
Email: [cvanvuuren@itac.org.za](mailto:cvanvuuren@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Ms. Zoleka Xabendlini  
Tel: +27 (12) 394 3641

Email: [zxabendlini@itac.org.za](mailto:zxabendlini@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

### **4.3 Import and Export Control**

In terms of the provisions of the ITA Act, the Minister may by notice in the Government Gazette prohibit the import or export of particular goods or prohibit the import or export of particular goods without an import or export permit issued by ITAC. An import and export permit system is maintained by the Import and Export Control Directorate. Furthermore the Import and Export Control Directorate ensures that goods which are subject to control measures are imported/exported in accordance with the import and export control regulations, policies and procedures.

#### **4.3.1 Import Control**

ITAC issues import permits for specified controlled goods. The purpose of this service is to ensure that imported used or second-hand goods do not erode the domestic or the SACU industries and to ensure compliance with provisions of international agreements. This service also enhances control for environmental health and security reasons as well as safety and quality compliance.

To enquire about this service contact the following people:

Mr. Marius Collins  
Tel: +27 (12) 394 3617  
Email: [mcollins@itac.org.za](mailto:mcollins@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Mr. Sanjay Devnath  
Tel: +27 (12) 394 3607  
Email: [sdevnath@itac.org.za](mailto:sdevnath@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### **4.3.2 Export control**

ITAC issues export permits for specified controlled goods. The purpose of this service is, *inter alia*, to assist in enhancing beneficiation of goods prior to exportation, and to ensure compliance with provisions of international

agreements. This service also assists in enhancing control over the outflow of goods regarded as being of a strategic nature and smuggled and/or stolen goods.

To enquire about this service contact the following people:

Mr. Marius Collins  
Tel: +27 (12) 394 3617  
Email: [mcollins@itac.org.za](mailto:mcollins@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Mr. Donovan Mitchell  
Tel: +27 (12) 394 3663  
Email: [dmitchell@itac.org.za](mailto:dmitchell@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

#### 4.3.3 Investigate contraventions related to Import and Export Control

ITAC conducts inspections to ensure that the conditions of import, export and rebate permits are adhered to. ITAC also investigates contraventions of the International Trade Administration Act, seizes illegally imported goods and goods destined for export without a valid export permit and prosecutes transgressors.

To enquire about this service contact the following people:

Mr. Marius Collins  
Tel: +27 (12) 394 3617  
Email: [mcollins@itac.org.za](mailto:mcollins@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Mr. Vuyo Ntambam  
Tel: +27 (12) 394 3604  
Email: [vntambam@itac.org.za](mailto:vntambam@itac.org.za)  
Postal address: Private Bag X753, Pretoria, 0001

Application forms are available on the website.

## **5. GUIDE ON HOW TO USE THE ACT**

### **5.1 Information that may be requested**

Any existing recorded information in the possession of ITAC may be requested.

### **5.2 Request procedures**

5.2.1 Access to information listed above shall be requested by:

- Completing the prescribed Form A as printed in Government Gazette Notice R187 of 15 February 2002 (see Schedule 2); and
- Payment of the prescribed fee as stated in Schedule 1 of this Manual. However, a requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.

5.2.2 The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the records at the offices of ITAC.

5.2.3 Access to the aforesaid information will only be granted to the requester in the manner requested, unless such manner would unreasonably interfere with the running and operation of ITAC or damage its records or infringe its copyright.

5.2.4 If for practical reasons, access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester had requested.

5.2.5 If the requester is unable to read or write, or has a disability, then he or she can make the request for the record orally, in which event the Information Officer will complete the form on behalf of such requester and furnish the requester with such completed form.

5.2.6 The requester must clearly indicate on the request form:

- If they wish to be informed of the success of their request telephonically or in any manner.
- The capacity in which the request is made, in the event the information is requested on behalf of somebody else.

5.2.7 The requester must forward his or her request to the person at the address as indicated in section 3 above, who will then process the request.

5.2.8 After the Information Officer has made a decision on the request the requester must be notified of such a decision in the manner in which the requester wanted to be notified.

### **5.3 Refusal of Request**

The main grounds for the institution to refuse a request for information relates to the:

- Mandatory protection of confidential information of third parties if it is protected in terms of the ITA Act;
- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains trade secrets of that third party;
- Mandatory protection of the commercial information of a third party, if the record contains financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- Mandatory protection of the commercial information of a third party, if the record contains information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which would be regarded as privileged in legal proceedings;
- The commercial activities of the institution.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

### **5.4 Internal appeal procedures against refusal of access to information**

The ITA Act does not stipulate a formal internal appeal process but ITAC is compliant with its obligations in terms of the Promotion of Administrative Justice Act No 3 of 2000 to make decisions which are fair, just and reasonable. The ITA Act provides for a judicial review of decisions made by ITAC.

## **6. ACCESS TO RECORDS**

### **6.1 Automatic disclosure**

In terms of the Act, certain records can be accessed without a person having to request access in terms of the Act.

6.1.1 Information on the following subjects is available on ITAC's web site ([www.itac.org.za](http://www.itac.org.za)) and can be accessed without formal request:

- ITA Act;
- Regulations (Safeguard, Anti-dumping, Countervailing, Import and Export Control, Tariff Investigations and APDP);
- Application Forms (General, Export, Import, Tariff Investigations and Trade Remedies);
- Guidelines (Import and Export Control and Tariff Investigations);
- Government Gazette Notices;
- Reports on Investigations;
- Annual Report; and
- Archival material.

6.1.2 Non-confidential versions of information submitted in investigations initiated by ITAC can be accessed by interested parties in investigations, as defined in the applicable regulations, without a formal request in terms of this manual.

## **6.2 Information to be formally requested**

A formal request in terms of section 5.2.1 must be made for the following information held by ITAC and any other confidential information held by ITAC, and such request must also comply with the requirements of the ITA Act pertaining to confidential information:

### **6.2.1 Core Business**

- Information submitted in Trade Remedy (Anti-dumping, Countervailing and Safeguard) investigations and Tariff Investigations;
- Information related to applications for Import and Export Control permits;
- Information related to applications for rebate permits;
- Information related to applications for drawback permits;
- Information related to applications for APDP certificates; and
- Information related to import and export control inspections.



## 6.2.1 Corporate Services

1. Human Resources
  - Policies on staff recruitment and other staff related policies
  - Employment records
2. Procurement
  - Asset register
  - Procurement policies
3. Financial management
  - Budgets
  - Strategic plans
  - MTEF submissions

## **7. MISCELLANEOUS**

### **7.1 Updating of the Manual**

This Manual will be updated in terms of section 14(1) of the Act, at intervals of not more than one year.

### **7.2 Availability of the Manual**

A copy of this Manual is available in the following manner:

7.2.1 At the Human Rights Commission;

7.2.3 At the offices of ITAC; and

7.2.4 On the website of ITAC ([www.itac.org.za](http://www.itac.org.za))

## SCHEDULE 1

### PRESCRIBED FEES

- |                                                                                                                                                                     |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Request Fee                                                                                                                                                      | <b>R 35.00</b>    |
| 2. Reproduction Fees:                                                                                                                                               |                   |
| (a) For every photocopy of an A4-size page or part thereof                                                                                                          | <b>0.60 cents</b> |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:                                         | <b>0.40 cents</b> |
| (c) For a copy in a computer-readable form on-                                                                                                                      |                   |
| (i) compact disc                                                                                                                                                    | <b>R 40.00</b>    |
| (d) For visual images:                                                                                                                                              |                   |
| (i) For a transcription of visual images, for an A4-size page or part thereof                                                                                       | <b>R 22.00</b>    |
| (ii) For a copy of visual images                                                                                                                                    | <b>R 60.00</b>    |
| (e) For an audio record:                                                                                                                                            |                   |
| (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                                     | <b>R 12.00</b>    |
| (ii) For a copy of an audio record                                                                                                                                  | <b>R 17.00</b>    |
| 3. Access Fees:                                                                                                                                                     |                   |
| (a) For every photocopy of an A4-size page or part thereof                                                                                                          | <b>0.60 cents</b> |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form                                          | <b>0.40 cents</b> |
| (c) For a copy in a computer-readable form on:                                                                                                                      |                   |
| (i) Compact disc                                                                                                                                                    | <b>R 40.00</b>    |
| (d) For visual images:                                                                                                                                              |                   |
| (i) For a transcription of visual images, for an A4-size page or part thereof                                                                                       | <b>R 22.00</b>    |
| (ii) For a copy of visual images                                                                                                                                    | <b>R 60.00</b>    |
| (e) For an audio record:                                                                                                                                            |                   |
| (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                                     | <b>R 12.00</b>    |
| (ii) For a copy of an audio record                                                                                                                                  | <b>R 17.00</b>    |
| (f) To search for the record for disclosure, for <u>each hour</u> or part of an hour, excluding the first hour, reasonably required for such search and preparation | <b>R 15.00</b>    |
| (g) For purposes of section 22(2) of the Act, the following applies:<br>Six hours are the hours to be exceeded before –                                             |                   |

- (i) a deposit is payable; and
- (ii) one-third of the access fee is payable as a deposit by the requester

4. Postal Fee

The actual postal fee is payable when a copy of a record must be posted to a requester.

5. Appeal Fee

No appeal fee is payable.

6. All fees are payable at:

The International Trade Administration Commission of South Africa

Physical Address: 77 Meintjies Street  
Sunnyside. Pretoria  
DTI Campus  
Block E. First Floor

Telephone number: (012) 394 3590

Alternatively via electronic funds transfer (EFT):

Bank: Standard Bank

Account Number: 011551585

Branch Code: Universal

Account Type: Cheque

**SCHEDULE 2**  
**PRESCRIBED FORMS FOR ACCESS TO RECORDS**

**FORM A**  
**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
**[Regulation 2]**

<b>FOR DEPARTMENTAL USE</b>	Reference number:
Request received by _____ (state rank, name and surname of information officer/deputy information officer) on _____ (date) at _____ (place).	
Request fee (if any): R .....	
Deposit (if any): R .....	
Access fee: R .....	
	<b>SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</b>

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number and/or email address in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

\_\_\_\_\_

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

*This section must be completed only if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

#### D. Particulars of record

- (a) *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.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

#### E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *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 a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefore.*

Reason for exemption from payment of fees:

**F. 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

*Mark the appropriate box with an "X".*

**NOTES:**

- (a) *Your indication as to the required form of access depends 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 -**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images -**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound -**

<input type="checkbox"/>	listen to the soundtrack (audio compact disc)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form -					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>A postal fee is payable.</b>	YES	NO
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<i>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.</i>
In which language would you prefer the record?

**G. Notice of decision regarding request for access**

<i>You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</i>
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How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE