



FORM FOR REQUEST FOR ACCESS TO RECORD

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)

A. PARTICULARS OF BIDVEST INSURANCE LIMITED

Postal address

The Information Officer
Bidvest Insurance Limited
PO Box 25038
Gateway
4321

Physical address

2nd Floor Lincoln on the Lake
2 The High Street
Parkside
Umhlanga Ridge
4319

Tel.: (031) 514 8000

Fax: (031) 514 8200

E-mail: info@bidvestinsurance.co.za

Website: www.bidvestinsurance.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- a. *The particulars of the person who requests access to the records must be recorded below.*
- b. *Furnish an address and/or fax number 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 name and surname:

Identity number:

Postal address:

Telephone number:

Fax number:

Email address:

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

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 name and surname:

Identity number:

C. 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.***

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

D. 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:

E. FORM OF ACCESS TO RECORD

If a disability prevents you 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.

If the record is in written or printed form:

Copy of record*
Inspection of record

If record consists of visual images:

(this includes, photographs, slides, video recordings, computer-generated images,

sketches, etc.)

View the images

Copy of the images*

Transcription of the images*

If record consists of recorded words or information which can be reproduced in sound:

- Listen to the soundtrack
- Transcription of soundtrack (written or printed document)

If record is held on computer or in an electronic or machine-readable form:

- Printed copy of record
- Printed copy of information derived from record*
- Copy in computer readable form

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? POSTAGE IS PAYABLE YES/NO

F. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED:

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.

Indicate which right is to be exercised or protected:

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

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 requestor/
person on whose behalf request is made