

**FORM 2**

**REQUEST FOR ACCESS TO RECORD**

**(Regulation 7)**

**NOTE:**

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

**TO:** The Information Officer

African Bank Limited

Private Bag x170

Halfway House  
1685

E-mail address: [Thirdpartyrequests@africanbank.co.za](mailto:Thirdpartyrequests@africanbank.co.za)

E-mail address for escalation: [PAIAOfficer@AfricanBank.co.za](mailto:PAIAOfficer@AfricanBank.co.za)

*Mark with an "X"*

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION	
Full Names	
Identity Number	
Capacity in which request is made (when made on behalf of another person)	
Postal Address	
Street Address	

E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

**PARTICULARS OF RECORD REQUESTED**

*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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)*

Description of record or relevant part of the record:	

Reference number, if available	
Any further particulars of record	
<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
<b>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <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>	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

<b>FEES</b>
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- a) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- 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 for exemption

Reason	

You will be notified in writing whether your request has been approved or denied. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication ( <i>Please specify</i> )

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

\_\_\_\_\_  
*Signature of Requester / person on whose behalf request is made*

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**FOR OFFICIAL USE**

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit:</i>	

\_\_\_\_\_  
*Signature of Information Officer*

### ***Request for access to Record process and fees***

- Please submit the completed form (together with the relevant request fee which we explain below) to the applicable email address or our physical address, using the details we provide.
- Once the request and required documents were received, we will evaluate and consider the request in a timeous manner.

The Process to follow:

When requesting access to a record, kindly complete the Request for Access Form. The form needs to be completed in full. Please consider the following when completing the form:

- does the form have enough information for the information officer to identify you, details of the requested records, and how you want to receive it
- specify your address, (email or postal address)
- detail the right that you seek to exercise or protect
- explain why you need the requested record to exercise or protect that right
- detail any other manner you would like to be informed of the bank`s decision in addition to written form, and
- provides, as required by law, proof of the capacity in which you are making the request if you are making it on behalf of someone else

Why may we refuse your request:

- if the incorrect form or document was used
- non-compliance with the process set out in the bank`s Information manual
- insufficient information on the form, or
- delays in providing additional information as and when requested from you

Cost

Request fees

- The requester must complete the prescribed form and deposit the request fee of R140.00
- The account details are available upon request
- Please attach proof of payment to the request form

For full details on the bank's Prescribed fees for access, please refer to the Fees Payable document on the African Bank Website.

- You may be requested to pay a deposit for the access fee depending on the time and effort to retrieve records as well as manner of access;
- Access will not be granted without payment of the access fee.