

Item	Description	Amount
1.	Request fee, payable by every requester	R140.00
2.	Photocopy/printed black & white copy for every A4-size page	R2.00 per page or part thereof
3.	Printed copy of A4-size page	R2.00 per page or part thereof
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> a flash drive (provided by the requester) a compact disc (CD) if the requester provides the CD to us a compact disc (CD) if we give the CD to the requester 	R40.00 R40.00 R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	Services to be outsourced. Will depend on the quotation from the service provider.
6.	For a copy of visual images	Service will be outsourced. Will depend on the quotation from the service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	For a copy of an audio record on a flash drive (provided by the requester) For a copy of an audio record on compact disc (CD) if the requester provides the CD to us	R40.00 R40.00 R60.00

Item	Description	Amount
	For a copy of an audio record on compact disc (CD) if we give the CD to the requester	
9.	To search for and prepare the record for disclosure for each hour or part of an hour (excluding the first hour) reasonably required for such search and preparation. The search and preparation fee cannot exceed	R145.00 R435.00
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
11.	Postage, email or any other electronic transfer	Actual expense, if any.