

HBZ Bank Ltd

Request for access to records of private body

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)
(Regulation 4)



A. Particulars of private body or person that the request refers to

B. Particulars of person requesting access to the record

Full Name and Surname	
Identity Number	
Postal Address	
Telephone Number	
E-mail address	
Capacity in which request is made, when made on behalf of another person (proof of this must be attached to this form):	

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 pages

Description of the Record or relevant part of the record

Reference number, if available:

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 of the request fee.
- c) The fee payable for access to a record depends on the form in which the 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 of payment of the fee

E. Form of the record to be accessed

Mark the appropriate box with an “X”

- 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 do you require:			
A copy		Or to inspect them	
2) If the record consists of visual images do you want: (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
To view the images		A copy of the images	A transcription of the images
3) If the record consists of recorded words or information which can be reproduced in sound do you want to:			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack (written or printed document)	
4) If the record is held on computer or in an electronic or machine-readable form do you want a:			
Printed copy of record		Printed copy of information derived from the record	Copy in computer readable form

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 above, state your disability and indicate in which form the record is required.

Disability	Form in which record is required

F. Particulars of right to be exercised or protected

Indicate which right is to be exercised or protected
Explain why the requested record is required for the exercising or protection of the aforementioned right

G. Notice of decision regarding request for access

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.

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

This form with any attachments can be:

1. Sent directly to the Information Officer of HBZ Bank Ltd, whose details are available in the Promotion of Access to Information section of the Banks website www.hbzbank.co.za, or
2. Handed into your nearest HBZ Bank Ltd branch.