

HBZ Bank Ltd

Prescribed Fees relating to a Request for access to records of private body



Request fees

Where a requester submits a request for access to information held by the Bank a request fee in the amount of R140,00 is payable upfront before the Bank will further process the request received.

Access fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

Form of record	Fee
Every photocopy of an A4-size page or part thereof	R2.00
Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R2.00
Copy in a computer-readable form on a memory stick (provided by requestor)	R40.00
A transcription of visual images, for an A4-size page or part thereof	R40.00
Copy of visual images on a memory stick (provided by requestor)	R60.00
Copy of an audio record on a memory stick (provided by requestor)	R40.00
A transcription of an audio record, per A4-size page or part thereof	R24.00
To search for and prepare a record that must be disclosed (Per hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.)	R145.00 Max R435

Deposit

Where the Bank receives a request for access to information held on a person other than the requester himself / herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulation.