

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 on a person other than the requester himself / herself, a request fee in the amount of R50,00 is payable upfront before the institution 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	R1.10
Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	75 cents
Copy in a computer-readable form on a memory stick	R70.00
A transcription of visual images, for an A4-size page or part thereof	R40.00
Copy of visual images	R60.00
Copy of an audio record	R30.00
A transcription of an audio record, for an A4-size page or part thereof	R20.00
To search for a record that must be disclosed (Per hour or part of an hour, excluding the first hour, reasonably required for such search.)	R30.00

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.