



# SOUTH AFRICAN FIGURE SKATING ASSOCIATION

MEMBER OF THE:

INTERNATIONAL SKATING UNION  
SOUTH AFRICAN SPORTS CONFEDERATION AND OLYMPIC COMMITTEE

## FORM C

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)  
[Regulation 10]

### A. Particulars of Private Body

<b>The Head:</b>	
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### B. Particulars of the person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic of South Africa to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached. A copy of the SA Identity Document of the person(s) requesting the information must be provided.

<b>Full Names and Surname:</b>	
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<b>S.A. Identity Number:</b>	
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<b>Postal Address:</b>	
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<b>Fax Number:</b>	
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<b>Telephone Number:</b>	
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<b>E-mail address:</b>	
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<b>Capacity in which request is made, when made on behalf of another person:</b>	
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**C. Particulars of the person on whose behalf the request is made**

This section must be complete ONLY if a request for information is made on behalf of another person.

<b>Full Names and Surname:</b>	
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<b>S.A. Identity Number:</b>	
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**D. 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 folios.

<b>Description of record or relevant part of the record:</b>	
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<b>Reference number if available:</b>	
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<b>Any further particulars of the record:</b>	
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**E. 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 required to be paid as the request fee. Please refer to the SAFSA PAIA Manual Fees document for further details.
- (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 the record.
- (d) If you believe you qualify for exemption of the payment of any fee please state the reason for exemption.

<b>Reason for exemption for payment of any fee:</b>	
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**F. Form of access to record**

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 below, state you disability and indicate in which form the record is required.

<b>Disability:</b>	
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<b>Form in which record is required:</b>	
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Mark the appropriate box with an "X".

(1) If the record is in written or printed form:

<b>Copy of record*</b>		<b>Inspection of record</b>	
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(2) If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<b>View the images</b>		<b>Copy of the images*</b>		<b>Transcription of the images*</b>	
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(3) If the record consists of recorded words or information that can be reproduced in sound:

<b>Listen to the soundtrack (audio cassette)</b>		<b>Transcription of soundtrack* (written of printed document)</b>	
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(4) If record is held on computer or in an electronic or machine-readable form:

<b>Printed copy of record*</b>		<b>Printed copy of information derived from the record</b>		<b>Copy in computer readable form (compact disc)*</b>	
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\*If you requested a copy or transcription of a record listed above, do you wish the copy or transcription to be posted to you?

Postage Payable: YES NO

**G. Particulars of the right to be exercised or protected**

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 folios.

<b>Indicate which right is to be exercised or protected:</b>	
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<b>Explain why the record requested is required for the exercise or protection of the aforementioned right:</b>	
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**H. Notice of decision regarding the request for access**

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

<b>How would you prefer to be informed of the decision regarding your request for access to the record?</b>	
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**I. Declaration**

Signed at ..... this ..... day of

..... 20.....

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**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE**