



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

ANNEXURE C

FEES¹ IN RESPECT OF PUBLIC BODIES

(Section 22 of the Promotion of Access to Information Act, 2000)

1. The fee for a **copy** of the Manual on the functions of an index of records held by Wits University is R0.60 for every photocopy of an A4-size page or part thereof.
(Regulation 5(c))

Note: The Manual will be available at the Offices of the Deputy Information Officer and on the website of the University.

2. The **request fee** payable by every requester other than a personal requester is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.²
3. If the request is granted by the information officer a further **access fee** is payable by a requester for the search, preparation and reproduction of a record as follows.³

3.1

		R
(a)	For every photocopy of an A4-size page or part thereof	0.60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40

		R

¹ All fees are inclusive of VAT

² Regulation 7(2)

³ Regulation 7(3)

(c)	For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc	5.00 40.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	22.00 60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	12.00 17.00
(f)	To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

3.2 A **deposit** is payable if, in the opinion of the information officer, the search and preparation of a record would require more than the hours prescribed for this purpose. The following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

3.3 The **actual postage** is payable when a copy of a record must be posted to a requester.

4 The **fees for reproduction** payable for access to the categories of records of the University that are automatically available without a person having to request access in terms of the Act, are as follows:

		R
(a)	For every photocopy of an A4-size page or part thereof (not applicable where a lower fee is prescribed by the University)	0.60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	0.40

(c)	For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc	5.00 40.00
(d)	(i) For a transcription of a visual images, for an A4-size page or part thereof (ii) For a copy of visual images	22.00 60.00

(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof.	12.00
	(ii) For a copy of an audio record.	17.00

Payment procedure

The procedure for payment of fess is as follows:

You can call at our Fees Office on the Ground Floor of Solomon Mahlangu House (formerly Senate House) and complete a deposit slip entitled University of the Witwatersrand General Purpose Payment Slip. Complete your details as required and select OTHERS for the purpose of payment. Under Reference/Description of Payment/Cost Centre insert the Cost Centre as follows: 00152/4221103/8115201.

Alternatively you can make a deposit at any branch of FNB to the following account:

Account Name: University of the Witwatersrand
 Bank FNB
 Account Number: 62077141580
 Branch Code: 255005
 Reference: PAIA Access fee

Please make sure that you provide proof of payment when submitting your PAIA request or when collecting the records requested, as the case may be.