

PRESCRIBED FEES

The following applies to requests:

- 1.1 A requestor is required to pay the prescribed fees (R140.00) before a request will be processed;
- 1.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 1.4 Records may be withheld until the fees have been paid.
- 1.5 Payments should be made to BMW Group South Africa.

Fees in respect of private bodies

	Description	Amount
1.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
2.	Printed copy of A4-size page	R2.00 per page or part thereof.
3.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
4.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
5.	Copy of visual images	
6.	Transcription of an audio record, per A4-size page	R24.00



7.	<p>Copy of an audio record on:</p> <p>(i) Flash drive (to be provided by requestor)</p> <p>(ii) Compact disc</p> <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	<p>R40.00</p> <p>R40.00</p> <p>R60.00</p>
8.	<p>To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of</p>	<p>R145.00</p> <p>R435.00</p>
9.	<p>Deposit: If search exceeds 6 hours</p>	<p>One third of amount per request calculated in terms of items 2 to 8.</p>
10.	<p>Postage, e-mail, or any other electronic transfer</p>	<p>Actual expense, if any.</p>