

Annexure A

General: Value-added Tax

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991) as vendors may add value-added tax to all fees prescribed in this Annexure.

Part I

Part I: Fees in Respect of Guide		
1.	The fee for a copy of the guide as contemplated in regulations 2 (3)(b) and 3(4)(c) for every photocopy of an A4-size page or part thereof	R 0,60
Part II: Fees in Respect of Public Bodies		
1.	The fee for a copy of the manual as contemplated in regulation 5 (c) for every photocopy of an A4-size page or part thereof	R 0,60
2.	The fees for reproduction referred to in regulation 7(1) ('... request fee payable by every requester, other than a personal requester, referred to in section 22 (1) of the Act if prescribed in Item 3 of Annexure A') are as follows:	
2(a)	For every photocopy of an A40-size page or part thereof	R 0,60
2(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0,40
2 (c)	For a copy in a computer-readable form on – (ii) Compact disc	R 40,00
2 (d)	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	R 22,00 R 60,00
2 (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	R 12,00 R 17,00
3.	The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2)	R 35,00
4.	The access fees payable by a requester referred to in regulation 7 (3) are as follows:	
4.1 (a)	For every photocopy of an A4-size page or part thereof	R 0,60
4.1 (b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0,40
4.1 (c)	ii. compact disc	R 40,00
4.1 (d)	i. For a transcription of visual images, for an A4-size page or part thereof ii. For a copy of visual images	R 22,00 R 60,00
4.1 (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	R 12,00 R 17,00
4.1 (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	R 15,00
4 (2)	For purposes of section 22 (2) of the Act, 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	
4 (3)	The actual postage is payable when a copy of a record must be posted to a requester.	

