

Information request form

Please, complete this form and submit your request to the Information Officer of Advantage Learning Technologies (PTY) LTD

A. Particulars of Private Body

The Organisation:	Advantage Learning Technologies (PTY) LTD
The Head:	Mr. James Lees
Email:	info@advantagelearn.com

B. Particulars of person requisition access to the record

- i. The particulars of the person who requests access to the record must be recorded below
- ii. Furnish an address and/or fax number in the Republic to which information must be sent
- iii. Proof of the capacity in which the request is made, if applicable, must be attached

Full names & Last name	
Identity number:	
Postal address:	

Fax number:	
Telephone number:	
Email address:	
Capacity:	

C. Particulars of person on whose behalf request is made

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

Full names & Last name	
Identity number:	

D. Particulars of record

- i. Provide full particulars of the record to which access is requested, including the reference number if that is known to you.
- ii. If the provided space is inadequate, please continue on a separate page and attach to this form. Please sign any additional pages.

Description of record:	
Reference number:	
Any further particulars:	

E. Fees

- i. 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.
- ii. You will be notified of the amount required to be paid as the request fee.
- iii. 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 a record.
- iv. If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption:	
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F. Form of access to record

- i. If you are prevented by a disability to read, view or listen to the record in the form of access provided hereunder, please state your disability and indicate in which form the record is required.

Disability:	
Form in which required:	

Mark the appropriate box with an "X"

- I. Your indication as to the required form of access depends on the form in which the record is available
- II. Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form
- III. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

1) If the record is in written or printed form:	
copy of record	
inspection of record	

2) If record consists of visual images:

view the images

copy of the images

transcription of the images

3) If the record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack

transcription of the soundtrack

4) If the record is held on computer or in an electronic or machine-readable form:

printed copy of record

copy in computer readable form

Please indicate the preferred method of delivery

By hand

Email

Post

Fax

G. Particulars of right to be exercised or protected

- i. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding the request for access

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

How would you prefer to be informed of the decision regarding your request for access to the record?

I. Signature page

Signed at:	
Date:	
Signature of Requester / Person on whose behalf request is made:	