

**FEES PAYABLE IN RESPECT OF PUBLIC BODIES  
in terms of Regulation 8 of PAIA**



Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requester)	R40.00
	(ii) Compact disc	
	. If provided by requester	R40.00 R60.00
	. If provided to the requester	
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requester)	R40.00
	(ii) Compact disc	
	. If provided by requester	R40.00 R60.00
	. If provided to the requester	
9.	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.	R100.00
	To not exceed a total cost of	R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

**Exemption from fees: applicable only to public bodies**

A requester does not need to pay an access fee to a public body if:

- they are a single person whose annual income, after permissible deductions (such as PAYE and UIF), is less than R14 712.00 a year, or
- they are married and the joint income with their partner, after permissible deductions (such as PAYE and UIF), is less than R27 192.00 per year.