

## Prescribed Fees

### The following applies to requests (other than personal requests):

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
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);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).
6. Payments to be paid to uAfrica Technologies (Pty) Ltd.
7. Value-Added Tax (VAT) is only payable by institutions who are registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

### Fees in respect of private bodies.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
2. The **fees for reproduction** referred to in regulation 11(1) are as follows: **R**
  - i. For every photocopy of an A4-size page or part thereof 1.10
  - ii. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form 0.75
  - iii. For a copy in a computer-readable form on -
    - a stiffy disc 7.50
    - b compact disc 70.00
  - iv. For a transcription of visual images, for an A4-size page or part thereof 40.00  
  
For a copy of visual images 60.00
  - v. For a transcription of an audio record, for an A4-size page or part thereof 20.00

For a copy of an audio record	30.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is <b>R50.00</b> .	
4. The <b>access fees</b> payable by a requester referred to in regulation 11(3) are as follows:	<b>R</b>
i. For every photocopy of an A4-size page or part thereof	1.10
ii. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
iii. For a copy in a computer-readable form on -	
a stiffy disc	7.50
b compact disc	70.00
iv. For a transcription of visual images, for an A4-size page or part thereof	40.00
For a copy of visual images	60.00
v. For a transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00
vi. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

**For purposes of section 54(2) of the Act, the following applies:**

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

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