

**Provision of Information and Certificates****DATE OF IMPLEMENTATION:****1 July 2015****PART I**

(Present charges in brackets)

**FEES IN RESPECT OF GUIDE**

- 1 The fee for a copy of the guide as contemplated in regulations 2(3) (b) and 3 (40) (c) for every photocopy of an A4 - size page or part thereof

**PART II****FEES IN RESPECT OF PUBLIC BODIES**

- 1 The fees for copy of the manual as contemplated in regulation 5 (c) for every photocopy of an A4 - size page or part thereof
- 2 The fees for reproduction referred to in regulation 7 (1) are as follows:
- For every photocopy of an A4 - size page or part thereof
  - For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
  - For a copy in a computer-readable form on
    - Stiffy
    - Compact disc
  - For a transcription of visual images, for an A4 - size page or part thereof
    - For a copy of Visual images
  - For a transcription of an audio record, for an A4-size page or part thereof
    - For a copy of an audio record
- 3 The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)
- 4 The access fees payable by a requester referred to in regulation 7(3) are as follows:
- For every photocopy of an A4-size page or part thereof
  - For every printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
  - For a copy in a computer readable form on:
    - Stiffy
    - Compact disc
  - For a transcription of visual images for an A4-size page or part thereof
    - For a copy of Visual images
  - For a transcription of an audio record, for an A4-size page or part thereof
    - For a copy of an audio record  
To research for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hours, or part thereof
- 2 For purposes of section 22 (2) of the Act, the following applies:
- Six hours as the hours to be exceeded before a deposit is payable: And
  - One third of the access fee is payable as a deposit by the requester.
- 3 The actual postage is payable when a copy of a record must be posed to a requester.

2014/2015	2015/2016
R 1.50	R 2.00
R 1.50	R 2.00
R 2.75	R 4.00
R 2.75	R 4.00
R 100.00	R 110.00
R 90.00	R 99.00
R 55.00	R 61.00
R 130.00	R 143.00
R 30.00	R 33.00
R 36.00	R 40.00
R 75.00	R 83.00
R 1.50	R 2.00
R 1.10	R 2.00
R 11.00	R 13.00
R 85.00	R 94.00
2014/2015	2015/2016
R 55.00	R 61.00
R 130.00	R 143.00
R 30.00	R 33.00
R 36.00	R 40.00
R 36.00	R 40.00

**PART III****FEES IN RESPECT OF PRIVATE BODIES**

- 1 The fee for a copy of the manual as contemplated in regulation 9(2) (c) is for every photocopy of an A4-size page or part thereof
- 2 Fees for reproduction referred to in regulation 11 (1) are as follows:
- For every photocopy of an A4-size page or part thereof:
  - For every printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
  - For every colour printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
  - For a copy in a computer readable form on-
    - Stiffy
    - Compact disc
  - For a transcription of visual images for an A4-size page or part thereof
    - For a copy of Visual images
  - For a transcription of an audio record, for an A4-size page or part thereof
    - For a copy of an audio record
- 3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is
- 4 The access payable by a requester referred to in regulation 11(3) are as follows:
- For every photocopy of an A4-size page or part thereof
  - For every printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form
    - Stiffy
    - Compact disc
  - For a transcription of visual images, for an A4-size page or part thereof
    - For a copy of Visual images
  - For a transcription of an audio record, for an A4-size page or part thereof
    - For a copy of an audio record
  - To research for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hours, reasonably required for such search and preparation.(Payment code: "900228")
- 2) For purpose of section 52(2) of the Act, the following applies:

2014/2015	2015/2016
R 3.70	R 5.00
R 3.70	R 5.00
R 3.70	R 5.00
	R 10.00
R 20.00	R 22.00
R 180.00	R 198.00
R 90.00	R 99.00
R 130.00	R 143.00
R 50.00	R 55.00
R 70.00	R 77.00
R 105.00	R 116.00
R 3.50	R 4.00
R 3.70	R 5.00
R 25.00	R 28.00
R 180.00	R 198.00
R 90.00	R 99.00
R 130.00	R 143.00
R 50.00	R 55.00
R 65.00	R 72.00
R 75.00	R 83.00

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

**PART IV**

**SUNDRY CHARGES**

Supply of duplicate accounts  
 Dishonored cheques referred from the bank: Insufficient funds  
 Dishonored cheques referred from the bank: Other

2014/2015	2015/2016
R 25.00	<b>R 28.00</b>
R 70.00	<b>R 77.00</b>
R 22.00	<b>R 25.00</b>

**PROPERTY VALUATION INFORMATION**

**Property valuation information per town:**

Ermelo  
 Wesselton  
 Davel / Kwadela  
 Breyten / Kwazanele  
 Chrissiesmeer / Kwachibikhulu  
 Lothair / Silindile  
 Sheepmoor  
 Warburton

2014/2015	2015/2016
R 350.00	<b>R 385.00</b>
R 350.00	<b>R 385.00</b>
R 150.00	<b>R 165.00</b>
R 250.00	<b>R 275.00</b>
R 70.00	<b>R 77.00</b>
R 120.00	<b>R 132.00</b>
R 70.00	<b>R 77.00</b>
R 70.00	<b>R 77.00</b>

**CERTIFICATES**

(Cahier Codes:)  
 Valuation certificate (S 258)  
 Clearance certificate (S 017)  
 Supply of information to obtain clearance certificates  
 Dead search information (S 900228)  
 Copy of Title Deed  
 Copy of Zoning Certificate  
 Administration Cost - Clearance Certificates and other. (S 021)

2014/2015	2015/2016
R 45.00	<b>R 50.00</b>
R 45.00	<b>R 50.00</b>
R 55.00	<b>R 61.00</b>
R 85.00	<b>R 94.00</b>
R 140.00	<b>R 154.00</b>
R 140.00	<b>R 154.00</b>
R 50.00	<b>R 55.00</b>