

**J. Provision of Information and Certificates****DATE OF IMPLEMENTATION:****1 July 2016****Accounts / Services delivered on/ from 1 July 2016****PART 1**

(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:

- a) For every photocopy of an A4 - size page or part thereof
- b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
- c) For a copy in a computer-readable form on
  - (i) Stiffy
  - (ii) Compact disc
- d) (i) For a transcription of visual images, for an A4 - size page or part thereof
  - (ii) For a copy of Visual images
- 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

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:

- 1 (a) For every photocopy of an A4-size page or part thereof
  - (b) For every printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
  - ( c ) For a copy in a computer readable form on:
    - (i) Stiffy
    - (ii) Compact disc
  - (d) (i) For a transcription of visual images for an A4-size page or part thereof
    - (ii) For a copy of Visual images
  - (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
- 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:

- (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.

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

	2015/2016	2016/2017
	R 2.00	R 3.00
	R 2.00	R 3.00
	R 4.00	R 5.00
	R 4.00	R 5.00
	R 110.00	R 121.00
	R 99.00	R 109.00
	R 61.00	R 68.00
	R 143.00	R 158.00
	R 33.00	R 37.00
	R 40.00	R 44.00
	R 83.00	R 92.00
	R 2.00	R 3.00
	R 2.00	R 3.00
	R 13.00	R 15.00
	R 94.00	R 104.00
	R 61.00	R 68.00
	R 143.00	R 158.00
	R 33.00	R 37.00
	R 40.00	R 44.00
	R 40.00	R 44.00

**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:

- (a) For every photocopy of an A4-size page or part thereof:
- (b) For every printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
- (c) For every **colour** printed copy of an A4-size page or part thereof held on the computer or in electronic or machine readable form.
- (d) For a copy in a computer readable form on-
- (i) Stiffy
- (ii) Compact disc
- (e) (i) For a transcription of visual images for an A4-size page or part thereof
- (ii) For a copy of Visual images
- (f) (i) For a transcription of an audio record, for an A4-size page or part thereof
- (ii) 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:

- 1) a) For every photocopy of an A4-size page or part thereof
- b) For every printed copy of an A4-size page or part thereof held on the computer or in electronic or meachine readable form
- c) For a copy in a computer readable form on-
- (i) Stiffy
- (ii) Compact disc
- d) (i) For a transcription of visual images, for an A4-size page or part thereof
- (ii) For a copy of Visual images
- 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
- f) 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:
- 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

	2015/2016	2016/2017
	R 5.00	R 6.00
	R 5.00	R 6.00
	R 5.00	R 6.00
	R 10.00	R 10.00
	R 22.00	R 24.20
	R 198.00	R 217.80
	R 99.00	R 108.90
	R 143.00	R 157.30
	R 55.00	R 60.50
	R 77.00	R 84.70
	R 116.00	R 128.00
	R 4.00	R 5.00
	R 5.00	R 6.00
	R 28.00	R 31.00
	R 198.00	R 217.80
	R 99.00	R 108.90
	R 143.00	R 157.30
	R 55.00	R 60.50
	R 72.00	R 80.00
	R 83.00	R 92.00

**PART IV****SUNDRY CHARGES**

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

2015/2016	
	R 28.00
	R 77.00
	R 25.00

2016/2017	
	R 31.00
	R 85.00
	R 28.00

**PROPERTY VALUATION INFORMATION****Property valuation information per town:**

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

2015/2016	
	R 385.00
	R 385.00
	R 165.00
	R 275.00
	R 77.00
	R 132.00
	R 77.00
	R 77.00

2016/2017	
	R 424.00
	R 424.00
	R 182.00
	R 303.00
	R 85.00
	R 146.00
	R 85.00
	R 85.00

**CERTIFICATES**

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

2015/2016	
	R 50.00
	R 50.00
	R 61.00
	R 55.00
	R 94.00
	R 154.00
	R 154.00

2016/2017	
	R 55.00
	R 55.00
	R 150.00
	R 55.00
	R 104.00
	R 170.00
	R 170.00