

**ANNEXURE C10****J. Provision of Information and Certificates****DATE OF IMPLEMENTATION:****1 July 2018** Accounts / Services delivered on/ from **1 July 2018****PART 1****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) 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:

- (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:

- (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, or part thereof

- 5 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.

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

	2017/2018	2018/2019
	R 4.00	R 5.00
	R 4.00	R 5.00
	R 6.00	R 7.00
	R 6.00	R 7.00
	R 134.00	R 148.00
	R 75.00	R 83.00
	R 174.00	R 192.00
	R 41.00	R 46.00
	R 49.00	R 54.00
	R 102.00	R 113.00
	R 4.00	R 5.00
	R 4.00	R 5.00
	2017/2018	2018/2019
	R 115.00	R 127.00
	R 75.00	R 83.00
	R 174.00	R 192.00
	R 41.00	R 46.00
	R 49.00	R 54.00
	R 49.00	R 54.00

**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-
- (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

2017/2018
R 7.00
R 7.00
R 7.00
R 11.00
R 239.58
R 119.79
R 173.03
R 66.55
R 93.17
R 141.00

2018/2019
R 8.00
R 8.00
R 8.00
R 13.00
R 264.00
R 131.77
R 190.33
R 74.00
R 102.49
R 156.00

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

2017/2018
R 6.00
R 7.00
R 35.00
R 239.58
R 119.79
R 173.03
R 66.55
R 88.00
R 102.00

2018/2019
R 7.00
R 8.00
R 39.00
R 263.54
R 131.77
R 190.33
R 73.21
R 97.00
R 113.00

**PART IV**

**SUNDRY CHARGES (Supply of Information)**

**Dishonored cheques referred from the bank:**

Unpaid/returned Cheque  
 Dishonored cheques referred from the bank: Other  
 Dishonored cheques referred from the bank: Other : BANKFEE  
 Post dated Cheques

2017/2018
R 127.00
R 127.00
R 22.00
R 127.00
R 467.00
R 467.00
R 201.00
R 334.00
R 200.00
R 160.00
R 160.00
R 160.00
R 200.00
<b>R 2 349.00</b>

2018/2019
R 140.00
R 140.00
R 25.00
R 140.00
R 514.00
R 514.00
R 222.00
R 368.00
R 220.00
R 176.00
R 176.00
R 176.00
R 220.00
<b>R 2 586.00</b>

**PROPERTY VALUATION INFORMATION**

(Information downloaded on USB that user supply)

**Property valuation information per town:**

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

**CERTIFICATES**

Valuation certificate  
 Clearance certificate  
 Supply of information to obtain clearance certificates  
 Administration Cost - Clearance Certificates and other.

**(Cahier Codes:)**

(S 258)  
 (S 017)  
 (S 021)  
 (S 021)

**Information Supply:**

Deed search information  
 Copy of Title Deed  
 Copy of Zoning Certificate  
 Supply of duplicate accounts

(S 900228)

2017/2018
R 61.00
R 61.00
R 165.00
R 66.00
R 115.00
R 187.00
R 187.00
R 31.00

2018/2019
R 68.00
R 68.00
R 182.00
R 73.00
R 127.00
R 206.00
R 206.00
R 35.00

**Information Supply: (Housing)**

Proof of Residants (With a copy of their Id Document)  
 Proof of Residants (With no copy of their Id Document)

2017/2018
R 1.50
R 18.50
R 120.00

2018/2019
R 2.00
R 21.00
R 132.00

**Stand Sales (Application Fees)**

0009000 and Account Number