



PROMOTION OF ACCESS TO INFORMATION MANUAL -
SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA
(PTY) LTD

REQUEST FOR ACCESS TO RECORDS OF SUZUKI AUTO SOUTH AFRICA (PTY) LTD

1. Particulars of Body

Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:

Suzuki Auto South Africa (Pty) Ltd

Contact Person : Mmapuleng Makume

Postal Address : P.O. Box 1995, Kelvin, 2054

Physical Address : 17 Enterprise Close, Linbro Business Park, Marlboro 2196

Fax Number : (011) 608-2489

E-mail : mmapulengm@suzukiauto.co.za

2. Particulars of requestor (If Natural Person)

- a) Particulars of the person who requests access to the record must be recorded below.
- b) Furnish an address and/or fax number in the Republic to which information must be sent.
- c) Proof of the capacity in which the request is made, if applicable, must be attached

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Postal Code _____

Phone number: (_____) _____

Fax number: (_____) _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:



PROMOTION OF ACCESS TO INFORMATION MANUAL -
SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA
(PTY) LTD

3. Particulars of Requester (if a Legal Entity)

- a) Particulars of the person who requests access to the record must be recorded below.
- b) Furnish an address and/or fax number in the Republic to which information must be sent.
- c) Proof of the capacity in which the request is made, if applicable, must be attached

Name of entity: _____

Registration number: _____

Postal Address: _____

_____ Postal Code _____

Phone number: (_____) _____

Fax number: (_____) _____

4. Particulars of person on whose behalf request is made

(This section must ONLY be completed if a request for information is made on behalf of another person)

Full names and surname: _____

Identity number: _____

5. Particulars of record

- a) Provide full particulars of the record to which access is requested, including the reference number it is known to you, to enable the record to be located.
- b) If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional pages.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

PROMOTION OF ACCESS TO INFORMATION MANUAL -
SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA
(PTY) LTD

7a. Form of access record

Form in which the record is required (mark the appropriate box with an X)

NOTES:

- a) Compliance with your request in the specified form may depend on the form in which the record is available.
- b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

i. If the record is in written or printed form:

Copy of record* Inspection of record

ii. If record consists of visual images:

View images Copy images* Transcription of the Images*

iii. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack Transcription of the soundtrack*

iv. If the record is held on computer or in an electronic or machine-readable form:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

Printed copy of record* Printed copy of information derived from the record* Copy in comput readable form* (disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription

To be posted to you? Postage is payable YES NO

Note that access will be granted in the language in which the record is available (English)

PROMOTION OF ACCESS TO INFORMATION MANUAL -
SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA
(PTY) LTD

7b. In the event of disability

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability: _____ Form in which the record is required: _____

8. Particulars of right to be exercised for protected

If the space provided is inadequate, please continue on a separate page and attach it to this form. The requester must Sign all additional pages.

1. Indicate the right to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

9. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved /declined. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

PROMOTION OF ACCESS TO INFORMATION MANUAL -
SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA
(PTY) LTD

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20_____

Signature of the requester / person on whose
Behalf request is made

YOU MUST:

1. Complete all the necessary spaces.
2. Sign the access request form.
3. Sign additional pages completed

SEND WITH THIS APPLICATION:

1. R57 request fee (if not personal requestor).
2. Any additional pages completed.
3. Copy of Identity Document

10. PRESCRIBED FEES

(Section 54 (7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

Please note that all prices listed below are inclusive of VAT

| | | R |
|----|--|-------|
| a) | For every photocopy of an A4-size page or part thereof | 1.25 |
| b) | For every printed copy of an A4-size page or part thereof held on a computer in an electronic or machine-readable form | 0.85 |
| c) | For a copy in a computer-readable form on: | |
| | I. Stiffy disc | 8.55 |
| | II. Compact disc | 79.80 |
| d) | I. For a transcription of visual images, for an A4-size page or part thereof | 45.60 |
| | II. For a copy of visual images | 68.40 |
| e) | I. For a transcription of an audio record, for an A4-size page or part thereof | 22.80 |
| | II. For a copy of an audio record | 34.20 |
| f) | To search for and prepare the record for disclosure – R34.20 for each hour or part thereof reasonably required for such search and preparation | |

11. PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VAT

(Section 54 (7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

| | | |
|--|--|--|
| | PROMOTION OF ACCESS TO INFORMATION MANUAL - SECTION 51 MANUAL FOR SUZUKI AUTO SOUTH AFRICA (PTY) LTD | |
|--|--|--|

- 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

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

12. ADDITIONAL PRESCRIBED INFORMATION

Section 51 (1)(f)

The Minister of Justice has prescribed no additional information to be contained in this Manual.