

**SECTION 51 MANUAL FOR EDCON LIMITED (“EDCON”)  
MANUAL PREPARED IN ACCORDANCE  
WITH SECTION 51  
OF  
THE PROMOTION OF ACCESS TO  
INFORMATION ACT, NO.2 OF 2000  
 (“ACT”)**

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## Preamble

The Promotion of Access to Information Act No. 2 of 2000, (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that Edcon as a private body compile a manual advising the public on the procedure to be followed in requesting information from Edcon for the purposes of exercising or protecting rights.

## Introduction to Edcon

This Manual applies to Edcon Limited (“Edcon”), its holding and subsidiary companies (please refer to Section F).

Edcon is the largest retailer of clothing, footwear, textiles (“CFT”) in South Africa, including top stationery and home ware brands as well as general merchandise to its CFT portfolio. Edcon’s trading brands include Edgars, Jet, Jet Mart, Boardmans, Legit, Prato, Edgars Active, Red Square, Temptations and CNA.

Edcon, as a private body, has compiled this manual not only to comply with the provisions of the Act, but to also foster a culture of transparency and accountability in its environment and to ensure that members of the public have effective access to information in Edcon’s possession which will assist them in the exercise and protection of their rights.

In this manual you will be able to view the categories of information that Edcon possesses. You will also be shown the correct procedure to follow should you require access to any of this information. This manual is not exhaustive, nor does it comprehensively deal with every procedure provided for in the Act. Requesters are advised to familiarize themselves with the provisions of the Act before making any request to Edcon in terms of the Act.

Edcon makes no representation and gives no undertaking that the information in this manual or any information provided by it to the requester shall be complete or accurate, or that such information shall be fit for any purpose. All requesters and/or users of any such information shall use such information entirely at their own risk, and Edcon shall not be liable for any loss, expense, liability or claim, howsoever arising, resulting from any use of this manual or any information provided by Edcon.

A copy of this manual is also available on Edcon's website, [www.edcon.co.za](http://www.edcon.co.za).

## Section A – Edcon’s details

Full Name : Edcon Limited

Registration Number : 2007/003525/06

Registered Business Address : Edgardale  
1 Press Avenue  
Crown Mines  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Registered Credit Provider Number : NCRCP82

Chief Executive Officer : Mr Jürgen Schreiber

Designated Information Officer : Mr CM Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

Website : [www.edcon.co.za](http://www.edcon.co.za)

## Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act.

The Guide contains the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the SAHRC in terms of the Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. The provisions of the Act that require each public and private body to compile a manual and how to obtain access to such manuals;
8. Schedules of fees to be paid in relation to requests for access to information;
9. Regulations made in terms of the Act.

Copies of the Guide are available on the SAHRC website. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post : South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research and Documentation Department  
Private Bag X 2700  
Houghton  
2041

Head Office Physical Address : Braampark Forum 3  
33 Hoofd Street  
Braamfontein  
Johannesburg

Telephone : +2711 877 3803/3808

Facsimile : +2711 403 0625

Contact Person : Ms Neo Nhlapo

Contact Person E-mail : [nnhlapo@sahrc.org.za](mailto:nnhlapo@sahrc.org.za)

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## Section C – Information available in terms of the Act

### 1. Categories of Information

We hold the following categories of information:

#### a) STATUTORY COMPANY INFORMATION

- i. Certificate of Incorporation;
- ii. Certificate of Name Change;
- iii. Memorandum of Incorporation;
- iv. Certificate to Commence Business;
- v. Minute Book, as well as Resolutions passed at general meetings;
- vi. Proxy Forms;
- vii. Proxy Forms used at Court convened meetings;
- viii. Register of Members;
- ix. Register of Fixed Assets;
- x. Register of Directors' shareholdings;
- xi. Register of Directors and Certain Officers;
- xii. Directors' Attendance Register;
- xiii. Annual Financial Statements including:
  - Annual accounts;
  - Directors' reports
  - Auditor's report.
- xiv. Books of Account regarding information required by the Companies Act, 2008;
- xv. Supporting schedules to books of account and ancillary books of account;
- xvi. The microfilm image of any original record reproduced directly by the camera –  
"the camera master"

#### b) ACCOUNTING RECORDS

Books of Account including journals and ledgers



**c) STATUTORY EMPLOYEE RECORDS**

Records relating to individual employees' personal and job related information.

**d) OTHER EMPLOYEE RECORDS**

Records relating to employees in general including, but not limited to, Policies and Procedures, Employee Benefit Schemes and Edcon's Code of Conduct.

**e) RETIREMENT FUNDS RECORDS FOR THE EDCON PENSION FUND AND THE EDCON PROVIDENT FUND**

- i. Fund Rules;
- ii. Funds account records;
- iii. Minutes of Meetings of trustees and members;
- iv. Actuarial Valuation Reports;
- v. Contribution Reports;
- vi. Annual Reports.

**f) ENVIRONMENTAL HEALTH AND SAFETY**

Records relating to Occupational Health and Safety Act ("OHASA"), COIDA and The Edcon Disaster Recovery Plan.

**g) FIXED PROPERTY**

- i. Title Deeds;
- ii. Leases; and
- iii. Building Plans.

**h) MOVABLE PROPERTY**

- i. Asset register;
- ii. Finance and Lease Agreements;
- iii. Notarial Bonds; and
- iv. Deeds of Pledge.

**i) INTELLECTUAL PROPERTY**

- i. Trademarks, patents, designs, trade names and protected names;
- ii. Agreements relating to intellectual property such as licensing agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture and joint development agreements.

**j) CONTRACTS**

- i. Material agreements concerning provision of services or materials.
- ii. Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements.
- iii. Agreements with shareholders, officers or directors.

**k) TAXATION**

Copies of all Income Tax Returns and other tax returns and documents.

**l) LEGAL**

- i. Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- ii. Settlement agreements;
- iii. Material licenses, permits and authorizations.

**m) INSURANCE**

- i. Insurance policies;
- ii. Claims records;
- iii. Details of insurance covers, limits and insurers.

**n) INFORMATION TECHNOLOGY (IT)**

Records relating to the IT system including but not limited to asset registers and License and Service Level Agreements.

## **o) SALES AND MARKETING**

- i. Products;
- ii. Markets;
- iii. Consumers;
- iv. Brochures, Newsletters and Advertising Materials;
- v. Sales;
- vi. Public Relations Policies and Procedures; and
- vii. Domestic and Export Orders.

## **2. Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure “A” hereto. These forms are available from:

- Our information officer (whose contact details are in section A of this manual);
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za));
- The Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

**It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether or not your request has been approved.**

## Section D – Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Administrative Adjudication of Road Traffic Offences Act No. 46 of 1998
- Advertising on Roads and Ribbon Development Act No. 21 of 1940
- Alienation of Land Act No. 68 of 1981
- Arbitration Act No. 42 of 1965
- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Bills of Exchange Act No. 34 of 1964
- Broad-Based Black Economic Empowerment Act No. 53 of 2003
- Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Protection Act No. 61 of 2008
- Copyright Act No. 98 of 1978
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Deeds Registries Act No. 47 of 1937
- Designs Act No. 195 of 1993
- Electricity Regulation Act No. 4 of 2006
- Electronic Communications Act No. 36 of 2002
- Electronic Communications and Transactions Act 25 of 2005
- Employment Equity Act No. 55 of 1998
- Employment Tax Incentive Act No. 26 of 2013
- Environment Conservation Act No. 73 of 1989
- Films and Publications Act No. 65 of 1996
- Financial Intelligence Act No. 38 of 2001
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Local Government: Municipal Property Rates Act No. 6 of 2004

- Long Term Insurance Act No. 52 of 1998
- Machinery and Occupational Safety Act No. 6 of 1983
- Medical Schemes Act No. 131 of 1998
- Merchandise Marks Act No. 17 of 1941
- National Building Regulations and Building Standards Act No. 103 of 1977
- National Credit Act No. 34 of 2005
- National Payment System Act No. 78 of 1998
- National Environmental Management Act No. 107 of 1998
- National Environmental Management: Waste Act No. 59 of 2008
- Occupational Health and Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Prescription Act No. 68 of 1969
- Prevention of Organised Crime Act No. 121 of 1998
- Promotion of Access to Information Act No. 2 of 2000
- Protected Disclosures Act No. 26 of 2000
- Protection from Harassment Act No. 17 of 2011
- Protection of Personal Information Act No. 4 of 2013
- Regulation of Interception of Communications and Provision of Communication-related Information Act No. 70 of 2002
- Road Transportation Act No. 74 of 1977
- Securities Services Act No. 36 of 2004
- Sectional Titles Act No. 95 of 1986
- Short Term Insurance Act No. 53 of 1998
- Skills Development Act No. 97 of 1998
- Standards Act No. 9 of 2008
- Stock Exchanges Control Act No. 1 of 1985
- Trade Marks Act No. 194 of 1993
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

## Section E – Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying (prescribed fees will be charged in case of photocopying). In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

- This Manual
- Pamphlets / Brochures
- Club Magazines – Edgars Club and Jet Club

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

## SECTION F – Holding and Subsidiary Companies

Details of our Holding and Subsidiary Companies

Should you require further information, please contact our Information Officer.

### A. HOLDING COMPANIES

<b>Full Name</b>	:	<b>EDCON HOLDINGS LIMITED</b>
Registration Number	:	2006/036903/06
Registered Business Address	:	Edgardale 1 Press Avenue 2025
Postal Address	:	P O Box 100 Crown Mines 2025
Telephone Number	:	+2711 495 6000
Facsimile Number	:	+2711 830 0308
Directors	:	Mr D.M. Poler (Chairman) Mr J. Schreiber (CEO) Mr T. Clerckx (CFO) Dr U. Ferndale (COO) Mr E.B. Berk Mrs Z.B. Ebrahim Mr L.L. von Zeuner Mr D. Brown Mr T.F. Mosololi

Mr M. Levin

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**Full Name** : **EDCON ACQUISITION PROPRIETARY LIMITED**

Registration Number : 2007/000518/07

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr J. Schreiber  
Mr T. Clerckx

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)



**Full Name** : **EDGARS CONSOLIDATED STORES LIMITED**

Registration Number : 1946/022751/06

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr J. Schreiber  
Mr T. Clerckx

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**B. SUBSIDIARY COMPANIES**

**Full Name** : **EDCON FINCO PROPRIETARY LIMITED**

Registration Number : 2007/003444/07

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr J. Schreiber  
Mr T. Clerckx

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**Full Name** : **R 22 PROPERTIES PROPRIETARY LIMITED**

Registration Number : 1990/005720/07

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr T. Clerckx  
Dr U. Ferndale

Designated Information Officer : Mr C.M. Vikisi  
E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**Full Name** : **NATIONAL SECURITY CORPORATION  
PROPRIETARY LIMITED**

Registration Number : 1990/005720/07

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr T. Clerckx  
Mr E.O. Evans

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**Full Name** : **RAPID DAWN 132 PROPRIETARY LIMITED**

Registration Number : 2002/004179/07

Registered Business Address : Edgardale  
1 Press Avenue  
2025

Postal Address : P O Box 100  
Crown Mines  
2025

Telephone Number : +2711 495 6000

Facsimile Number : +2711 830 0308

Directors : Mr T. Clerckx

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

**Full Name : CELROSE PROPRIETARY LIMITED**

Registration Number : 2006/033124/07

Registered Business Address : 25 Walter Road  
Tongaat  
4400

Postal Address : Private Bag X 13  
Tongaat  
4400

Telephone Number : +2732 438 7300

Facsimile Number : +2732 944 7808

Directors : Mr J.M. Comley

Designated Information Officer : Mr C.M. Vikisi

E-mail Address : [cvikisi@edcon.co.za](mailto:cvikisi@edcon.co.za)

ANNEXURE "A": REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

**A. Particulars of private body**

The Head:

.....  
.....  
.....

**B. Particulars of person requesting access to the record**

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

Full Names and Surname

.....

Identity Number .....

Postal address: .....

.....  
.....

Fax number:.....Telephone number:.....

E-mail address: .....

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

**C. Particulars of person on whose behalf request is made**

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

Full names and surname:

.....

Identity number:.....

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

**The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:

.....  
.....  
.....

2. Reference number, if available:

.....

3. Any further particulars of record:

.....  
.....  
.....

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: .....

.....  
 .....  
**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: .....

.....

.....

Form in which record is required:.....

.....

.....

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form 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 in certain circumstances. In such a case you will be informed if 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.*

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>	YES	NO
--	-----	----

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

**The requester must sign all the additional folios.**

1 Indicate which right is to be exercised or protected:.....  
 .....  
 .....

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

**H. Notice of decision regarding request for access**

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

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 REQUESTER / PERSON ON  
 WHOSE BEHALF REQUEST IS BEING MADE**



## ANNEXURE “B”: FEES IN RESPECT OF PRIVATE BODIES

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

### 1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.

### 2. Reproduction fees<sup>1</sup>

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

### 3. Access fees<sup>2</sup>

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

### 4. Other fees

- 4.1 A request fee<sup>3</sup> of R50, 00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R30, 00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable<sup>5</sup>.
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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<sup>1</sup> Section 52(3) and Regulation 1(1)

<sup>2</sup> Section 54(7) and Regulation 11(3)

<sup>3</sup> Section 54(1) and Regulation 11(2)

<sup>4</sup> Annexure “A”, Part III, Item 4(1)(f)

<sup>5</sup> Section 54(2)

### PART III

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
(a) For every photocopy of an A4-size page or part thereof .....	1, 10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic of machine-readable form .....	0, 75
(c) For a copy in a computer-readable form on: .....	
(i) stifty disc .....	7, 50
(ii) compact disc .....	70, 00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof .....	40, 00
(ii) For a copy of visual images .....	60, 00
(e) (i) For a transaction of an audio record for an A4-size page or part thereof .....	20, 00
(ii) 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 R50, 00.
  
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 

	R
(1)	
(a) For every photocopy of an A4-size page or part thereof .....	1, 10
(b) 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
(c) For a copy in a computer-readable form on: .....	
(i) stifty disk .....	7, 50
(ii) compact disk .....	70, 00
(d) (i) For a transaction of visual images, for an A4-size page or part thereof .....	40, 00
(ii) For a copy of visual images .....	60, 00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof..	20, 00
(ii) For a copy of an audio record .....	30, 00
(f) 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.	

  
  - (2) For purposes of section 54(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 postal fee is payable when a copy of a record must be posted to a requester.

