

PAIA REQUEST FOR ACCESS TO A RECORD

Form 2, prepared in terms of section 53(1) of the Promotion of Access to Information Act, 2000

To: The Information Officer
TAPAPI (Pty) Ltd (CIPC 2026/529514/07)
17 Bishops Court, 4 Augrabies Street,
Mooikloof Ridge, Pretoria, Gauteng, 0081
Email: help@tapapi.co.za

For office use

Reference no: _____
Received on: _____
Received by: _____
Request fee paid: _____

Please complete this form in **BLOCK CAPITALS** using a black or blue pen, or fill in the fields electronically and email the completed form to help@tapapi.co.za. Illegible or incomplete forms will delay processing.

A. Requester details

Full names and surname of the requester:

Identity number (or passport number for non-South Africans):

Postal address in the Republic:

Contact telephone number:

Email address:

Capacity in which the request is made:

☒ On my own behalf

☐ On behalf of another person

If on behalf of another person, provide their full name and attach proof of authority:

B. Person on whose behalf the request is made (complete only if applicable)

Full names and surname:

Identity number:

Postal address:

Email address:

C. Description of the record requested

Provide sufficient particulars to enable the Information Officer to identify the record. Include reference numbers, dates, subject matter, or any other identifying information.

D. Form of access preferred

Please indicate the form of access:

- ☐ Copy ☐ Inspection ☐ Electronic

Format (if copy or electronic):

- ☐ Paper copy ☐ PDF via email ☐ Data file (specify)

Preferred language of the record (if a translation is required):

E. Right the record is required for

In terms of section 53(2)(d) of PAIA, you must identify the right you are seeking to exercise or protect, and explain why the record is required for that purpose.

The right sought to be exercised or protected:

Explanation of why the record is required:

F. How you would like to be notified of the decision

Preferred notification method:

- ☐ Email ☐ Post ☐ Telephone

Notification details (email address / postal address / telephone):

G. Fees

A request fee of R50.00 is payable, except where the request is for the requester's own personal information (section 22(1) of PAIA). Access fees may also apply, as set out in Annexure A of the TapAPI PAIA Manual. Payment details will be provided by the Information Officer on receipt of this form.

Is this a request for the requester's own personal information?

- ☐ Yes (no request fee) ☐ No (request fee payable)

H. Signature

I declare that the information provided in this request is true and correct to the best of my knowledge.

Signed at:

Place

On this day:

Date

Signature of requester:

Full name (print):

Submission

Submit the completed form by email to **help@tapapi.co.za**, or by post to the address at the top of this form. The Information Officer will acknowledge receipt within 5 working days and will decide the request within 30 days of receipt (extendable by a further 30 days in terms of section 57 of PAIA).