



MaPa Cleaning Technologies cc/Reg. no. 1998/058386/23/VAT Reg. no. 4190177172

Section 1: Particulars of Company Information is requested from

The Head (Information Officer):

Bianca Dahl – MaPa Cleaning Technologies

Section 2: 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.

Name and surname													
ID number													
Postal address							Telephone number						
							Fax number						
							Cellphone number						
Email address													

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

Section 3: 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.

Name and surname												
ID number												

Section 4: 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.

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

Section 5: 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:

<input type="checkbox"/>	<input type="checkbox"/>
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Section 6: 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.

Indicate which right is to be exercised or protected:

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

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Section 8: 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?

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Signed at _____ on this day _____ of _____ 20____.

Signature of requester *or*
Person on whose behalf request is made