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APPENDIX C

PAIA REQUEST FORM (FORM 2)

Use this form to request access to a record of E and H Trading (Pty) Ltd in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).



INSTRUCTIONS

- Complete all sections of this form.
- Attach a certified copy of your identity document.
- Submit the completed form to the Information Officer using the contact details below.
- Fields marked with * are mandatory.

1. REQUESTER DETAILS

Full Name*	
Identity / Passport Number*	
Postal Address*	
Email Address	
Telephone Number	
Capacity in which request is made <small>(e.g. on behalf of company, another person, etc.)</small>	

2. RECORD REQUESTED

Provide full particulars of the record(s) requested (please be as specific as possible to enable the record to be located).*

Reference number or subject (if known):

Form of access preferred:* Inspection of record Copy of record Printed copy of record
 Electronic copy (email) Other (please specify): _____

3. REASON FOR REQUEST (OPTIONAL)

State the reason for the request (this is optional but may assist in processing your request):

4. FEES

I understand that a reasonable fee may be charged in terms of the regulations. I agree to be informed of the fee, if any, before the request is processed. Yes No

5. SIGNATURE

Signature of Requester*	Date*	___ / ___ / ____
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