

**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 Company Secretary  
BAE Systems - Land Systems  
South Africa (Pty) Ltd  
12 Barnsley Road  
Benoni, 1500

Private Bag X049  
Benoni, 1500  
Tel: +27 11 747 3300  
Fax: +27 11 845 1398

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

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

**Full Names and Surname: -****Identity Number: -****Telephone Number: -****Fax Number: -****E-mail Address: -****Capacity in which the request is made,  
when made on behalf of another person:**

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**C. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE**

- (a) 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, in order to enable the record to be located.
- (b) If the space provided is inadequate, please provide details on a separate sheet and attach it to this form. All such attachments must be signed by the Requestor.

**1. Description of Record, or relevant part of Record**

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**2. Reference Number, if available: -**

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**3. Any further particulars of Record: -**

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**E. FEES**

- (a) A request for access to a Record, other than a Record containing personal information about yourself, will be processed only after the relevant request fee has been paid.
- (b) You will be notified as to the amount 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 amount of 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 such exemption.

**Reason for exemption from payment of fees: -**

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<b>F. FORM OF ACCESS TO RECORD</b>				
(a) If you have a disability which prevents you from reading, viewing or listening to the Record in the form of access provided for in items 1 to 4 below, please state your disability and indicate in which form the Record is required.				
<b>Disability: -</b>				
<b>Form in which Record is required: -</b>				
(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 printed form: -</b>				
<b>Copy of Record: -</b>		<b>Yes</b>		<b>No</b>
<b>Inspection of Record: -</b>		<b>Yes</b>		<b>No</b>
<b>2. If the Record consists of Visual Images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc): -</b>				
<b>View the Images: -</b>		<b>Yes</b>		<b>No</b>
<b>Copy of the Images: -</b>		<b>Yes</b>		<b>No</b>
<b>Transcription of the Images: -</b>		<b>Yes</b>		<b>No</b>
<b>3. If the Record consists of Recorded Words or information which can be reproduced in sound: -</b>				
<b>Listen to the soundtrack (audio cassette): -</b>		<b>Yes</b>		<b>No</b>
<b>Transcription of the soundtrack (written or printed document): -</b>		<b>Yes</b>		<b>No</b>
<b>4. If the Record is held on computer or in an electronic or machine readable form: -</b>				
<b>Printed copy of the Record: -</b>		<b>Yes</b>		<b>No</b>
<b>Printed copy of information derived from the Record: -</b>		<b>Yes</b>		<b>No</b>
<b>Copy in computer readable form (disc or CD): -</b>		<b>Yes</b>		<b>No</b>
<b>5. Do you want the copy or transcription to be posted to you (postage is payable in such instances): -</b>				
		<b>Yes</b>		<b>No</b>
<b>G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>				
(a) If the space provided is inadequate, please provide details on a separate sheet and attach it to this form. All such attachments must be signed by the Requestor.				
<b>1. Indicate which right is to be exercised or Protected: -</b>				

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

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**H. NOTICE OF DECISION REGARDING REQUEST FOR INFORMATION**

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

**1. How would you prefer to be notified of the decision regarding your request: -**

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Signed at		this		day of		20	
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	Signature of Requestor/Person on whose behalf request is made.
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