

APPENDIX 1 - REQUEST FOR ACCESS TO INFORMATION FORM

The following proof must be submitted together with the completed and signed Request for Access to Information Form to the Information Officer:

- Proof of payment of fees (if applicable)
- Certified copy of the requester's identity document
- Supporting documentation (if applicable)

1. PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION	
Full Names and Surname:	
ID/Passport/Company Registration Number:	
Cell no:	
Other contact number:	
Email address:	
Postal address:	
2. REQUEST ON BEHALF OF ANOTHER PERSON (only completed if made on behalf of another person)	
Capacity in which request is made on behalf of another person:	
Full name and Surname:	
ID/Passport/Corporate Registration Number:	
Cell no:	
Other contact number:	
Email address;	
3. PARTICULARS OF REQUESTED INFORMATION	
Provide full particulars of the information to which access is required. If the provided space is not sufficient, please continue on a separate page and attach it to this form. Any additional pages submitted must be signed.	
4. FORMAT IN WHICH INFORMATION IS REQUIRED	
Indicate the format in which the information requested is required. Please note that the request for access in the specified format may depend on the format in which the record is available and access in the requested format may be refused under certain circumstances.	
5. RIGHT TO BE EXERCISED OR PROTECTED	
Indicate: 1. What right is to be exercised and/or protected and 2. Why the information is required to protect and/or to exercise this right	
What right is to be protected	
Why the information is required	
6. NOTICE OF APPROVAL/REJECTION OF REQUEST	
You will be notified via email and/or post whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner, and provide the necessary details.	
7. PAYMENT DETAILS (only applicable to other requesters and not to personal requesters)	
Please request banking details from the Information Officer at support@baroqueonline.com .	

Signed at: _____ on this _____ day of _____ 20_____

Name of person submitting the request

Signature of person submitting the request