



**NIEHAUS EIENDOMME**

**K2015014720 SA (Pty) Ltd**

Comien Niehaus Tel: +27 83 697 2010

Email: [comien@niehausproperties.co.za](mailto:comien@niehausproperties.co.za)

Head Office:

105 New Eskdale Street, Suider Paarl,  
7646

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## FORM 2- REQUEST FOR ACCESS TO INFORMATION

As required by Regulation 7 of PAIA

**Note:**

- Proof of identity must be attached by the requester.
- If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

**To:**

The Organisation	K2015014720 SA Pty Ltd -Trading as Niehaus Eiendomme	
The Information Officer	Comien Niehaus	
Address	105 New Eskdale Street, Suider Paarl	
Email address	comien@niehausproperties.co.za	
<b>Request is made</b> (mark with an <b>X</b> ):	<input type="checkbox"/> in the requester's own name	<input type="checkbox"/> on behalf of another person
Capacity - should the request be made on behalf of another person		

1 **Personal Information**

Full names	
Identity number	
Postal address	
Street address	
Email address	

Initial

Cellphone number	Home telephone number
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**Only to be completed if the request is made on behalf of another person**

Full names of other person	
Identity number	
Postal address	
Street address	
Email address	
Cellphone number	Home telephone number

**2 Particulars of requested record**

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

<b>Description of record or relevant part of the record</b>
Reference number (if available)
Any further particulars of record

**3 Type of record (mark the applicable with an X)**

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

**4 Form of access (mark the applicable with an X)**

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Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

5 **Manner of access** (mark the applicable with an X)

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language	(please complete with an official language of the Republic)

*(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)*

6 **Particulars of right to be exercised or protected**

<b>Indicate which right is to be exercised or protected</b>
<b>Explain why the record requested is required for the exercise or protection of the aforementioned right</b>

Initial

7 **Fees**

- (a) An access or request fee must be paid before the request will be considered.
- (b) the requester will be notified of the amount of the access fee to be paid.
- (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.

<b>If you qualify for exemption of the payment of any fee, please state the reason for exemption</b>

8 **Manner of correspondence**

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Method	Postal address	Email
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9 **Requester / representative signature**

DATED AT (place)	ON	20
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REQUESTER / REPRESENTATIVE SIGNATURE

10 **Confirmation of receipt for official use**

Reference number	
Information Officer	
Date received	
Access fees	
Deposit (if any)	

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INFORMATION OFFICER SIGNATURE

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Initial



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## FORM 3 - OUTCOME OF REQUEST AND OF FEES PAYABLE

As required by Regulation 8 of PAIA

**Note:**

1. If your request is granted the—
  - (a) amount of the deposit, (if any), is payable before your request is processed; and
  - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

**To:**

The Requestor	K2015014720 SA Pty Ltd – trading as Niehaus Eiendomme
Address	105 New Eskdale Street, Suider Paarl
Email address	Comien@niehausproperties.co.za
Reference Number	
Date of request	

1 **You requested:**

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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**OR**

2 **You requested:**

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
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Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
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Transcription of soundtrack (written or printed document)	
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Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3 **To be submitted:**

Postal services to postal address	
Postal services to street address	
Courier service to street address	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language	(please complete with an official language of the Republic)

*(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)*

Kindly note that your request has been:	Approved	Denied
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If denied, state reasons below:


4 **Fees payable with regards to your request:**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
<b>Photocopy</b>			
<b>Printed copy</b>			
<b>For a copy in a computer-readable form on:</b>			
<b>(i) Flash drive</b> • To be provided by requestor	R40.00		
<b>(ii) Compact disc</b> • If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
<b>For a transcription of visual images per A4-size page</b>	Service to be outsourced. Will depend on the quotation of the service provider		
<b>Copy of visual images</b>	Service to be outsourced. Will depend on the quotation of the service provider		
<b>Transcription of an audio record, per A4-size</b>	R24.00		

<b>Copy of an audio record</b>			
<b>(i) Flash drive</b>	• To be provided by requestor	R40.00	
<b>(ii) Compact disc</b>	• If provided by requestor	R40.00	
	• If provided to the requestor	R60.00	
<b>Postage, e-mail or any other electronic transfer:</b>		Actual costs	
<b>TOTAL:</b>		R	
5	<b>Deposit payable (if search exceeds six hours)</b>	Yes	No
	<b>Hours of search</b>		<b>Amount of deposit (calculated on one third of total amount per request)</b>

**The amount must be paid into the following Bank account:**

Name of account holder	
Name of bank	
Type of account	
Account number	
Branch code	
Reference number	
Submit proof of payment to	

DATED AT (place)		ON		20	
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Information Officer