

PROCEDURE FOR MAKING A REQUEST FOR ACCESS TO RECORDS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT No. 2 OF 2000) (PAIA) FOR RECORDS HELD BY THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- 1) The requester must complete the request form (**Form-A**) which may be faxed; emailed, sent by post or hand delivered to:

Ms Phumzile Sabeka:

PAIA Administrator: Department of Environmental Affairs

Email address: psabeka@environment.gov.za;

Postal address: Private Bag X 447
PRETORIA
0001; or

Physical address: Environment House
473 Steve Biko Road (Cnr. Steve Biko and Soutpansberg Road)
Arcadia
Pretoria

- 2) A Departmental PAIA reference number will be allocated to your specific PAIA request as soon as your request is received; you will thereafter receive an acknowledgement of receipt of your PAIA request. You will then also be provided with the specific PAIA reference number which has been allocated to your request.
- 3) Kindly take note that your PAIA request will only be processed upon receipt of your payment of the R35 request fee as prescribed by section 22(1) of PAIA.

3.1 The payment of the above mentioned PAIA request fee will have to be made to the following bank account:

ABSA Bank

Beneficiary Account number: **Dept. Env Affairs**

Account number: **1044240072**

Beneficiary reference or Account Number: **00929420**

Beneficiary Account number: **632005**

- 3.2 When making payment into the abovementioned bank account your reference number will be the PAIA reference number that will be provided to you when your application is acknowledged.
- 4) You are requested to forward the proof of payment of the PAIA request fee to the Department as soon as possible in order for the Department to process your request.
 - 5) You will thereafter be informed in writing of the decision that has been taken by the Department in relation to your PAIA request. Should your request for access to the information be granted, you will be informed of the access fee that you will be required to pay, as prescribed in section 22(6) of PAIA. Once we have received the proof of payment of the access fee, you may collect same or your documents may be sent to you as stipulated in Form A of your request.
 - 6) Any enquiries in relation to your request for records in terms of PAIA may be made with **Ms Phumzile Sabeka** at **012 399 9336** or by email to **psabeka@environment.gov.za**.