

Revised June 2024

Further revised 28 September 2025

**SOUTH AFRICAN NURSES' TRUST FUND
SUID-AFRIKAANSE VERPLEEGSTERSTRUSTFONDS**

Registration Number 000-769 NPO



P O BOX 48717
ROOSEVELT PARK
2129

TEL: (011) 888-4555
E-mailmanager@nursestrust.org.za

MANUAL

**IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)**

**READ WITH THE
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

**FOR
SOUTH AFRICAN NURSES TRUST FUND
TRUST NO: 000769 NPO**

**INITIAL DATE OF COMPILATION: 23 MARCH 2022
REVISED DATE OF COMPILATION: 28 September 2025**

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Copies of this manual are available for inspection, free of charge at:

24A Lawley Ave, Northcliff, 2195

Tel. No (011) 888-4555

E-mail addresses: manager@nursestrust.org.za

accounts@nursestrust.org.za

First Revised June 2024

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	<p style="text-align: center;">SOUTH AFRICAN NURSES' TRUST FUND SUID-AFRIKAANSE VERPLEEGSTERSTRUSTFONDS</p> <p style="text-align: center;">Registration Number 000-769 NPO</p> <p>P O BOX 48717 ROOSEVELT PARK 2129</p> <p style="text-align: right;">TEL: (011) 888-4555 E-mail: manager@nursestrust.org.za</p>
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MANUAL

**IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT, 2 OF 2000 (PAIA)**

**READ WITH THE PROTECTION OF PERSONAL INFORMATION ACT, (ACT NO 4
OF 2013)**

for

SOUTH AFRICAN NURSES' TRUST FUND

**SECTION 51 MANUAL FOR THE SOUTH AFRICAN NURSES
TRUST FUND (000-769 NPO)**

1. INTRODUCTION TO SOUTH AFRICAN NURSESTRUST FUND AND TYPE OF TRUST

- 1.1. This Manual is for the South African Nurses Trust Fund, Registered NPO, Trust Number 000/769 NPO hereinafter referred to as "the Trust". This manual has been prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (Public Body). On 9 March 2001, the Promotion of Access to Information Act, No. 2 of 2000 became operative, giving effect to Section 32(2) of the Constitution providing for a constitutional right of access to information. On 1st July 2020, the "Protection of Personal Information Act 4 of 2013" ("POPIA") also came into effect.

1.2. The South African Nurses Trust Fund is registered under the non-profit organisation Act, No 71 of 1997 and the Trust Property Control Act, No 87 of 1988 both as amended. It came into existence on the 29th day of March 1951 by virtue of an agreement between The South African Nursing Association and certain other interested parties.

1.3. The affairs of the aforementioned Trust are regulated by a Trust Deed, the terms whereof have been amended from time to time;

1.4. **OBJECTS AND AIMS OF THE SOUTH AFRICAN NURSES TRUST FUND**

1.4.1. To provide monetary benefits either from capital or out of interest earned from time to time, by making grants or payment of allowances, donations and other benefits to:

1.4.1.1. Members of the nursing profession who have at any time been registerable with the South African Nursing Council as fully qualified nurses, midwives, or enrolled Nurses or Nursing Auxiliaries.

1.4.1.2. Nursing personnel, qualified or unqualified, who served during the 1939 / 1945 War in the South African Military Services or Military Hospitals.

1.4.1.3. These monetary benefits may, at the sole discretion of the Trustees, be provided to beneficiaries of one of the following categories: namely for relief of poverty of beneficiaries under:

1.4.1.3.1. 1.4.1.1 to 1.4.1.3 of the Trust Deed, the promotion of nursing education through individual or collective support;

1.4.1.3.2. by the provision of direct or indirect health care to individual beneficiaries;

- 1.4.1.3.3. and the provision of research into matters pertaining to the welfare of the nursing profession.
- 1.4.2. To provide accommodation against payment of rental to any of the persons who are qualified to be beneficiaries in terms of clause 1.4.1. above, provided that the Trustees shall have absolute discretion as to the grant or refusal of any kind of benefit and they may reduce or terminate the recipient's right to occupy any dwelling if, in their opinion, the circumstances or conduct of the resident should justify their doing so, or if the finances of the Trust render such reduction or termination necessary;
- 1.4.3. No allowance, grant or other benefit may be ceded, assigned, charged, or alienated in any way by the recipient, and any attempt to cede, assign, charge, or alienate the same by the recipient shall terminate such benefit or grant forthwith. The Trustees shall, however, in their discretion, be entitled to renew or reinstate the same if they deem fit either after an interval or with immediate effect;
- 1.4.4. To assist by any available means in providing and/or maintaining accommodation, facilities or any other form of aid for the purpose of or in connection with the temporary or short term care or substance of any person who are qualified to be beneficiaries in terms of clause 1.4 above, provided that in regard to the provisions of such accommodation, facilities and/ or aid, the Trustees shall have absolute discretion as to the nature and duration thereof.
- 1.4.5. The further objects of what the South African Nurses Trust Fund does is dealt with in clauses 1.2 to 1.14 of the Trust Deed signed on the 7th June 2023.
- 1.4.6. For further information concerning the services provided by the South African Nurse's Trust Fund please contact them directly in accordance with clause 3 below.

2. **INFORMATION REQUIRED UNDER SECTION 51(1)(a) of PAIA**

2.1. The Head of South African Nurse's Trust Fund is Mr D M Harrison ("Chairman").

2.2. South African Nurses Trust Fund is a Trust with Trust Number: IT432(T) and NPO Number: 000-769 is registered under the Non-Profit Organisations Act, No 71 of 1997, and the Trust Property Control Act, No 87 of 1988 both as amended.

3. **CONTACT DETAILS OF SOUTH AFRICAN NURSE'S TRUST FUND**

Postal Address of South African Nurse's Trust Fund

PO Box 48717, Roosevelt Park, 2129

Street Address of South African Nurse's Trust Fund

24A Lawley Ave, Northcliff, 2195

Tel. No of South African Nurse's Trust Fund

(011) 888-4555

E-mail address of Head of South African Nurse's Trust Fund

manager@nursestrust.org.za

Email addresses of South African Nurse's Trust Fund.

manager@nursestrust.org.za and accounts@nursestrust.org.za

4. **LIST OF ACRONYMS AND ABBREVIATIONS**

- | | | |
|------|------------|--|
| 4.1. | "DIO" | Deputy Information Officer; |
| 4.2. | "IO" | Information Officer; |
| 4.3. | "Minister" | Minister of Justice and Correctional Services; |
| 4.4. | "PAIA" | Promotion of Access to Information Act No. 2 of 2000 (as Amended); |

- 4.5. "POPIA" Protection of Personal Information Act No.4 of 2013;
- 4.6. "Regulator" Information Regulator;
- 4.7. "Republic" Republic of South Africa

5. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 5.1. Check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 5.2. Have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 5.3. Know the description of the records of the body which are available in accordance with any other legislation;
- 5.4. Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 5.5. Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 5.6. Know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 5.7. Know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 5.8. Know the recipients or categories of recipients to whom the personal information may be supplied;

- 5.9. Know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 5.10. Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

6. **MANUAL IS AVAILABLE FOR INSPECTION, FREE OF CHARGE AT:**

24A LAWLEY AVENUE, NORTHCLIFF 2195.

The manual is available from the designated Information Officer, whose details appear below.

Our Information Officer is Mrs F M Gerber, Executive Officer of the Trust Fund and Deputy Information Officer is Mrs S Whittaker, Bookkeeper.

7. **PAIA SECTION 10 GUIDE (SECTION 51)**

7.1. The Information regulator has in terms of section 10 (1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

7.2. The Guide is available in each of the official languages and in braille.

7.3. The aforesaid Guide contains the description of the objects of PAIA and POPIA

7.3.1. The postal and street address, phone and fax number and if available electronic mail address of: -

7.3.1.1. The Information Officer of every public body, and

- 7.3.1.2. Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA;²
- 7.3.2. The manner and form of a request for: -
- 7.3.2.1. Access to a record of a public body contemplated in section 11³; and
- 7.3.2.2. Access to a record of a private body contemplated in section 50⁴.
- 7.3.3. The assistance available from the IO of a public body in terms of PAIA and POPIA;
- 7.3.4. The assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.5. All remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging;
- 7.3.5.1. An internal appeal;
- 7.3.5.2. A complaint to the Regulator; and

¹ Section 17 (1) of PAIA – For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56 (a) of POPIA – Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55 (1) of POPIA.

³ Section 11 (1) of PAIA – A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50 (1) of PAIA- A requester must be given access to any record of a private body if:

- that record is required for the exercise or protection of any rights;
- that person complies with the procedural requirements in PAIA relating to a request for access to that record and
- access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 7.3.5.3. An application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 7.3.6. The provisions of section 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 7.3.7. The provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body, respectively;
- 7.3.8. The notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to request for access; and
- 7.3.9. The regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access.

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any Notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

- 7.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 7.5. The Guide can also be obtained-
- 7.5.1. Upon request to the Information Officer; from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
- 7.5.2. A copy of the Guide is also available in the following official languages, for public inspection during normal office hours-
- (ENGLISH)

8. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

8.1. **Records available in terms of other legislation are as follows:**

- 8.1.1. Trust Property Control Act No 57 of 1988;
- 8.1.2. Basic Conditions of Employment 75 of 1997;
- 8.1.3. Older Persons Act, Act 13 of 2006;
- 8.1.4. Labour Relations Act 66 of 1995;
- 8.1.5. The Employment Equity Act no 55 of 1998;
- 8.1.6. The Skills Development Act;
- 8.1.7. Skills Development Levies Act 9 of 1999;
- 8.1.8. Financial Intelligence Centre Act No 38 of 2001;
- 8.1.9. Pension Funds Acts;
- 8.1.10. Non-Profit Organizations Act No 71 of 1997;

- 8.1.11. Constitution of the Republic of South Africa Act No 108 of 1996;
- 8.1.12. Protection of Personal Information Act No 4 of 2013;
- 8.1.13. Promotion of Access to Information Act No 2 of 2000;
- 8.1.14. Occupational Health and Safety Act 85 of 1993;
- 8.1.15. Unemployment Contributions Act 4 of 2002;
- 8.1.16. Unemployment Insurance Act 63 of 2001;
- 8.1.17. Value Added Tax Act 89 of 1991;
- 8.1.18. Income Tax Act 58 of 1962

8.2. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY SOUTH AFRICAN NURSES TRUST FUND: SECTION 51 (1)**

- 8.2.1. **SERVICES** (PAIA REQUEST- SEE BELOW)

8.3. **CORPORATE DOCUMENTS** (PAIA REQUEST -SEE BELOW)

- 8.3.1. Attendance registers;
- 8.3.2. Letter/s of Authority;
- 8.3.3. Trust Registration;
- 8.3.4. NPO registration;
- 8.3.5. Board of Trustees Management.

8.4. **FINANCIAL RECORDS** (PAIA REQUEST -SEE BELOW)

- 8.4.1. Annual Financial Statements;
- 8.4.2. Banking Records;

- 8.4.3. Budgets;
- 8.4.4. Financial Transactions;
- 8.4.5. Salary Administration;
- 8.4.6. Funders and Donors;
- 8.4.7. Tax Management;
- 8.4.8. Management Accounts;
- 8.4.9. Insurance;

8.5. **TAX RECORDS (PAIA REQUEST -SEE BELOW)**

- 8.5.1. Tax Records (Trust Fund and employees)

8.6. **OPERATIONS RECORDS PAIA REQUEST (SEE BELOW)**

- 8.6.1. Service level agreements;
- 8.6.2. Correspondence;
- 8.6.3. Insurance documentation

8.7. **PERSONNEL DOCUMENTS AND RECORDS PAIA REQUEST (SEE BELOW)**

- 8.7.1. Remuneration details;
- 8.7.2. Records;
- 8.7.3. Pension and Provident Fund Records;
- 8.7.4. Training Records;
- 8.7.5. PAYE Records of Employees;

- 8.7.6. Personnel Guidelines, Policies and Procedures Health and Safety Policy
- 8.7.7. Leave Records;
- 8.7.8. Records relating to Termination of Employment;
- 8.7.9. Assessments submitted in respect of COIDA;
- 8.7.10. Performance Appraisals;
- 8.7.11. Certificates / licenses (categories)

9. **THE POPIA REQUIREMENTS (SECTION 51)**

- 9.1. Please review the South African Nurses Trust Fund privacy policy at its offices;

24A Lawley Avenue, Northcliff.

- 9.2. As far as POPIA is concerned:

- (i) The purpose of processing of personal information of the recipients mentioned hereunder, is to oversee the running of the South African Nurses Trust Fund within South Africa, in which it is obliged to process its Trustees, its employees, third party contractors, beneficiaries, donor's and / or any other person's personal information so as to operate the Trust and provide the necessary services to its beneficiaries and/or any other necessary persons whilst simultaneously processing personal information of its employees and third party contractors whilst operating the Trust.
- (ii) The categories of Data subjects comprise of: Natural persons, Entities, Third Party Service Providers of South African Nurses Trust Fund; Trustees of South African Nurses Trust Fund, employees of South African Nurses Trust Fund, Donors, Other old age homes and Department of Social Development.
- (iii) the recipients to whom the personal information may be supplied are:

- Trustees, Executive and Management Team of the South African Nurses Trust Fund and specified donor.
 - Any third party with involvement with a recipient/ beneficiary where there is a contractual or potential contractual relationship and a legitimate relationship, consent will be obtained upfront unless it is a statutory requirement.
 - South African Revenue Services;
 - Auditing and accounting bodies (internal and external);
- (iv) planned transborder flows of personal information – we disclose personal information to any of our third-party service providers who we engage with, whilst running the Trust, or whose services or products we elect to utilise.
- (v) South African Nurses Trust Fund has implemented the necessary technical measures to prevent loss of damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:
- Firewalls;
 - Virus and Malware protection;
 - Software updates;
 - Network security controls;
 - Access control;
 - Secure set up of hardware and software;
 - Regular back up of information.

9.3. **INFORMATION REQUEST MADE UNDER POPIA**

- 9.3.1. Once proof of identity has been furnished to us, you may ask us to confirm, free of charge, whether or not we hold any personal information about you.

- 9.3.2. You may also enquire about the record or description of the personal information we hold about you, including personal information about the identity of third parties who have or have had access to such personal information of and concerning yourself.
- 9.3.3. Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 8 above.
- 9.3.4. Please refer to the attached extract from the Regulations concerning fee structure.
- 9.3.5. You have the right to request the correction, and under certain circumstances, the deletion or destruction of your personal information, in the prescribed form.
- 9.3.6. Under certain circumstances, you may also object to the processing of your personal information, on reasonable grounds.

9.4. **PERSONAL INFORMATION WHICH IS PROCESSED**

9.4.1. **Category of data subject**

Category of personal information

Natural persons (Donors, Trustee and Employees):

9.4.1.1. Names, contact details, physical and postal addresses, date of birth, age, Identity number, tax related information Nationality, gender, banking details, personal views and opinions and confidential correspondence contact details, financial information.

9.4.2 **FOREIGN PERSONS (RELATIVES OF BENEFICIARIES OVERSEAS)**

9.4.1.2. Names, contact details, bank statements, confidential correspondence, email addresses, identity documents; power of attorney documents.

9.4.3 **CONTRACTED SERVICE PROVIDERS**

9.4.3.1 Contact persons' names, companies' names, physical and postal addresses and contact details, financial information, registration number, founding documents, tax related information, authorised signatories.

9.4.4 **EMPLOYEES/TRUSTEES/BENEFICIARIES**

9.4.4.1 Gender, marital status, race, age, language, education information, financial information, employment history, ID number, next of kin, children's name, gender, age, physical and postal address, contact details, opinions, and/or criminal records, well-being.

10 **FORM OF REQUEST (SECTION 53)**

10.1. A request for access to a record of a private body must be made in the prescribed form to the head of South African Nurses Trust Fund and at South African Nurses Trust Fund's address or electronic mail address.

10.2. The form for a request for access must at least require the requester concerned-

(a) to provide sufficient particulars to enable the head of South African Nurses Trust Fund to identify -

(i) the record or records requested; and

(ii) the requester;

(b) to indicate which form of access is required;

(c) to specify a postal address or fax number of the requester in the Republic;

- (d) to identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
- (e) if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of South African Nurses Trust Fund.

11. **PRESCRIBED FEES (SECTION 54)**

11.1. The following applies to requests (other than personal requests):

- 11.1.1. A requestor is required to pay the prescribed fees before a request will be processed in terms of the Regulations regarding the Promotion of Access to Information published in.
- 11.1.2. Records may be withheld until the fees have been paid.

**EXTRACT FROM THE REGULATIONS
REGARDING THE PROMOTION OF ACCESS TO INFORMATION 2 OF 2000**

Published under
GN R187 in GG 23119 of 15 February 2002
as amended by
GN R1244 in GG 25411 of 22 September 2003
GN R990 in GG 29278 of 13 October 2006
GN R466 in GG 29914 of 1 June 2007
GN 307 in GG 44404 of 1 April 2021
GN R757 in GG 45057 of 27 August 2021

ANNEXURE A GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

Part I
Fees in respect of guide

A fee for a copy of the manual as contemplated in annexure B of the Regulations shall be payable per each A4-size photocopy made.

Part II
Fees in respect of public bodies

1.	The request fee payable by every requester	R100.00
2.	The fee for a copy of the manual is R1,50 for every photocopy of an A4-size page or part thereof	R 1,50 per page or part thereof
3.	Printed copy of A4-size page	R 1.50 Per page or part thereof
4.	For a copy in a computer-readable form on	
	(i) flash drive (to be provided by the requestor)	R 40.00
	(ii) compact disc (if provided by requestor)	
	• If provided by requestor	R 40.00
	• If provided to the requestor	R 60.00
5.	For a transcription of visual images per A4-size page outsourced	Service to be Will depend on quotation from Service provider

6.	Copy of visual images outsourced	Service to be Will depend on quotation from Service provider
7.	Transcription of an audio record, per A4 size page	R 24.00
8.	Copy of an audio record on	
	(i) flash drive (to be provided by requestor)	R40.00
	(ii) Compact disk	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R100.00
	To not exceed a total cost of	R300.00
10.	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any

Part III

Fees in respect of private bodies

1.	The request fee payable by every requester	R140.00
2.	The fee for a copy of the manual is for every photocopy of an A4-size page or part thereof	R 2,00 per page or part thereof

3. Printed copy of A4-size page	R 2.00
	Per page or part thereof
4. For a copy in a computer-readable form on	
(iii) flash drive (to be provided by the requestor)	R 40.00
(iv) compact disc	
• If provided by requestor	R 40.00
• If provided to the requestor	R 60.00
5. For a transcription of visual images per A4-size page outsourced	Service to be
	Will depend on quotation
	from Service provider
6. Copy of visual images outsourced.	Service to be
	Will depend on quotation
	from Service provider
7. Transcription of an audio record, per A4 size page	R 24.00
8. Copy of an audio record on	
(vi) flash drive (to be provided by requestor)	R40.00
(vii) Compact disc	
• If provided by requestor	R40.00
• If provided to the requestor	R60.00
9. To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R145.00
To not exceed a total cost of	R435.00
10. Deposit: if search exceeds 6 hours	One third of amount per request

calculated in terms of items 2 to 8.

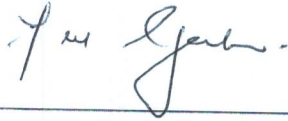
12. Postage, email or any other electronic transfer

Actual expense, if any

12. **UPDATING OF THE MANUAL**

12.1. The head of South African Nurses Trust Fund will on a regular basis update this manual.

Issued by



Mrs FM Gerber
Information Officer

Head of The South African Nurses Trust Fund is:
Mr D M Harrison (Chairman of the Board of the Trustees).