



DRAFT: PRO FORMA – INVENTORY (RECEIPT FOR DOCUMENTS SEIZED)

Pro forma inventory list in terms of PPA, 2019

The inspector is required to exercise strict confidentiality with regards to all matters that may come to their knowledge and all the information in their possession. The inspector may not communicate any such information to any person in the performance of his function under the Act except; for the purpose of enforcing compliance with the Act, for the purpose of legal proceedings or when required to do so by a court of law

Section 25(12) provides that “ *an inspector who removes anything from premises being searched must; (a) issue a written receipt for it to the owner of or person in control of the premises in sufficient detail to identify each specific thing so removed; (b) return it as soon as practicable after achieving the purpose for which it was removed to the person from whose control it was taken, unless it is to be used as evidence in any subsequent proceedings, in which case the inspector must forthwith in writing inform the person from whose control it was taken of that fact*”

Inventory ID	Name	description	Date seized	Date returned	Inspector responsible	Signature	Property Practitioner	Signature

Declaration

The Property Practitioner may not cause the documents, articles or records under the search to be amended, altered or destroyed until the inspector has been afforded a reasonable time to make a formal application in writing to the register or sheriff of the High Court that has jurisdiction to attach and remove the article, documents or record for safe custody until a court determines whether or not the information is privilege or protected.

Property Practitioner

Signature

Date

Inspector

Signature

Date