

FORM C

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))

[Regulation 6]

STATE YOUR REFERENCE NUMBER:
.....

NOTE: A person who lodges an internal appeal may have to pay an appeal fee. If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. Particulars of public body
(Supply the address of the institution below)

The Information Officer
.....
.....
.....
.....
.....

B. Particulars of requester / third party who lodges the internal appeal

- (a) The particulars of the person who is lodging the internal appeal must be given below.
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be stated at C below.

Full names and surname:

Identity number:

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Postal address:
.....

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:
.....

C. Particulars of requester

This section must be completed ONLY if a THIRD PARTY (other than the requester) is lodging the internal appeal.

Full names and surname:

Identity number:

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D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with a cross (x) in the appropriate box.	
	Refusal of request for access.
	Decision regarding fees determined in terms of section 22 of the above-mentioned Act.
	Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the above-mentioned Act.
	Decision in terms of section 29(3) of the above-mentioned Act to refuse access in the form requested by the requester.
	Decision to grant request for access.

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate page and attached it to this form. **You must sign all the additional pages.**

State the grounds upon which the internal appeal is based:

.....

State any other information that may be relevant in considering the appeal:

.....

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of 20....

.....
SIGNATURE OF APPELLANT

FOR OFFICIAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on (date) by
..... (state rank, name and surname of information officer).
The appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record(s) relate(s), submitted by the information officer on (date) to the Relevant Authority.

OUTCOME OF APPEAL

DECISION OF INFORMATION OFFICER CONFIRMED / SUBSTITUTED BY NEW DECISION
NEW DECISION:
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.....
.....
.....

.....
DATE

.....
RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER FROM THE RELEVANT AUTHORITY:
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