

*Reason for notice: Deferral of access – Section 24*

Ref. No. : **Letterhead of Institution**

Enquiries :

**NOTICE OF DEFERRAL OF ACCESS IN TERMS OF SECTION 24 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)**

I refer to your request for access to records of this institution of \_\_\_\_\_.

You are hereby informed that the record you requested will unfortunately only be available at a later stage. The likely period for which access is to be deferred is \_\_\_\_\_ days.

**Access to the record has been deferred for the following reason(s):\***

- It is to be published within 90 days/a further period of \_\_\_\_\_ days will be necessary for printing and translating the record for purposes of publishing it.
- It is required by law to be published, but is yet to be published.
- It has been prepared for submission to the Legislature or a particular person, but is yet to be submitted.

In terms of section 24(2)(a) of the above-mentioned Act, you may within 30 days of receiving this notice make representations to the information officer at the above address as to why the record is needed at an earlier stage. He or she will consider your request in this regard on the grounds of the reasons that you submitted.

**DEPUTY INFORMATION OFFICER**

**DATE:**

\*Delete if not applicable.

Nota Bene: The deferral can also be combined with the section 25 notice in terms of which access to the record is granted after the prescribed procedure has been followed, but deferred.