

*Reason for notice: Access granted – Section 25(2)*

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

Enquiries :

**NOTICE THAT REQUEST IS GRANTED IN TERMS OF SECTION 25(2) 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 access to the requested information has been **granted**. The **form** in which access will be given is as follows:

\*As requested by you, the record will be made available in the form you have chosen .

\*You have requested the information as follows: \_\_\_\_\_ .

However, the access cannot be given in the requested form because:

\*Access will be given to you in the following form: \_\_\_\_\_.

\*The record is not available in the **language** requested and will therefore be given in \_\_\_\_\_ .

**Access fee**

In terms of section 25(2)(a) of the above-mentioned Act you have to pay an access fee of R\_\_\_\_\_. This is for the cost of making a copy of a record or a transcription of the content and/or postal fee and/or time reasonably required to search for or make arrangements for the record. Access will be given after payment of the access fee.

The above-mentioned access fee has been calculated in accordance with prescribed tariffs and is set out in the attached invoice.

**Right to appeal**

In terms of section 25(2)(c) of the above-mentioned Act, you may lodge an internal appeal against the **payment of the access fee** or the **form** of access granted. Should you wish to appeal, you should direct your internal appeal in terms of the provisions of section 74 of the above-mentioned Act to the Relevant Authority (Head: Education, Western Cape Education Department ).

In terms of the provisions of section 75 of the above-mentioned Act the internal appeal must be delivered or sent on the attached prescribed internal appeal form (FORM C) to the information officer of this institution within 60 days:

Address: Delivered personally to : \_\_\_\_\_  
Posted to : \_\_\_\_\_  
Fax number : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

If you are dissatisfied after exhausting the internal appeal procedures, you may, by way of an application, apply to a court for appropriate legal aid within 30 days.

**DEPUTY INFORMATION OFFICER**

**DATE:**

\*Delete if not applicable.