

*Reason for notice: Access refused – Section 25(3)*

Ref. No. :

**Letterhead of Institution**

Enquiries :

**NOTICE IN TERMS OF SECTION 25(3) 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 refused  
**because:**

---

---

---

Access was denied in terms of the following section(s):

---

---

**Right to appeal**

In terms of section 25(3)(c) of the above-mentioned Act, you may lodge an internal appeal against the refusal of the request.

Should you wish to appeal against the refusal of the request 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 : \_\_\_\_\_

The prescribed appeal fee of R50 must accompany your appeal in terms of section 75(3)(a) of the above-mentioned Act. In terms of section 75(3)(b), the decision on the internal appeal may be deferred until the appeal fee has been paid.

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:**