

*Reason for notice: Extension of time not exceeding 30 days – Section 26(2)*

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

Enquiries :

**NOTICE OF EXTENSION OF PERIOD TO DEAL WITH THE REQUEST FOR ACCESS TO A RECORD IN TERMS OF SECTION 26(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 the period in which the decision regarding your request must be made, has been extended by \_\_\_\_\_ days.

This extension was granted in terms of section 26(3)(b) of the above-mentioned Act because:

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**Right to appeal**

In terms of section 26(3)(c) of the above-mentioned Act you may lodge an internal appeal against the extension of the period.

Should you wish to appeal against the extension of the said period to deal with 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 : \_\_\_\_\_

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:**

NB: See section 87(2) of the above-mentioned Act: Section 26 – Extension for dealing with request may not be used during the first two years of the implementation of the above-mentioned Act.