

Reason for notice : Procedural deficiency – Section 19(2)

Ref. No. :

Letterhead of Institution

Enquiries :

NOTICE TO CONFORM TO REQUEST IN TERMS OF SECTION 18 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

You are hereby informed that your request for access to information dated _____ have not complied with requirements in section 18 of the above-mentioned Act and therefore it is the intention of the Institution to refuse access to the requested information.

The reasons for the contemplated refusal in terms of section 18(1) of the above-mentioned Act are the following:

The following information might assist you to comply with the procedural requirements:

To effect compliance with section 18(1) of the above-mentioned Act, the request officer of the institution, _____ (name of official) has been identified to assist you to make a proper request for information. Please contact the aforementioned official at telephone number _____ or in writing at the above postal address as soon as possible to make the necessary arrangements.

You are further given the opportunity to seek your own assistance or to either confirm the request or alter your request to comply with the requirement of section 18(1) of the above-mentioned Act by no later than * _____.

Note that the period commencing on the date on which this notice is given, and ending on the date on which you confirm or alter your request must be disregarded concerning the prescribed period in which a decision must be reached.

**DEPUTY INFORMATION OFFICER
DATE:**

**N.B. There is no prescribed period for this but 30 days would be enough time granted. If the requester does not react within 30 days, the request can be regarded as having been refused according to section 27. The requester must be informed with Letter 12.*