

Reason for notice : Transfer of request – Section 20(1)(2)

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

Enquiries :

TRANSFER OF A REQUEST FOR ACCESS TO A RECORD IN TERMS OF SECTION 20 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

This institution has received a request for access to a record in terms of section 18(1) of the above-mentioned Act. After a thorough investigation it appears that the application is possibly for your institution/Department as it is apparent that the provisions of section *20(1)/20(2) of the above-mentioned Act applies for the following reasons: (for example. The records required are not connected to the functions of this institution).

The original Form A request form is therefore transferred to your institution/Department in terms of section 20 of the above-mentioned Act.

Particulars of the person requesting access to the record:

Full name and surname : _____
Identity number :

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Postal address : _____
Contact telephone number : _____
Fax number : _____
E-mail address : _____

The request was received by this institution on _____. You are reminded of the provisions of section 20(3) in this regard and must further deal with the request in terms of section 20(4) of the above-mentioned Act within 30 days** of receipt hereof.

DEPUTY INFORMATION OFFICER
DATE:

**Delete wherever applicable.*

***See section 87 of the above-mentioned Act: 1st yr 90 days, 2nd yr 60 days, and thereafter 30 days.*

N.B. The requester must be given notice of transfer – section 20(5). Letter 4.