

Notice to requester in respect of transfer : Section 20(5)

Ref. No. :

Letterhead of Institution

Enquiries :

NOTIFICATION OF THE TRANSFER OF YOUR REQUEST FOR ACCESS TO A RECORD IN TERMS OF SECTION 20(5) 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 in terms of section 20(5) of the above-mentioned Act that the institution is unable to provide you with access to the record that you have requested, for the following reason(s):*

1. The record is not in the possession or under the control of this institution, but in the possession of another public body, namely _____.
2. The record's subject matter is more closely connected with the functions of another public body, namely _____ than with the functions of this institution.
3. The record contains commercial information in which another public body, namely _____ has a greater commercial interest than this institution.
4. The record is not in the possession or under the control of this institution, and it is not known which public body has possession or control of the record, but was created by another public body, namely _____.
5. The record is not in the possession or under the control of this Institution, and it is not known which public body has possession or control of the record, but was first received by another public body, namely _____.
6. The subject matter of the record is not closely connected to the functions of this institution and it is not known whether the record is more closely connected with the functions of another public body, but was created by another public body, namely _____.
7. The subject matter of the record is not closely connected to the functions of this institution and it is not known whether the record is more closely connected with the functions of another public body, but was first received by another public body, namely _____.

Your request for access to the record concerned has therefore been transferred in terms of section 20 of the above-mentioned Act to the Information Officer at the undermentioned address:

Name of public body : _____

Address: _____

The above-mentioned Information Officer has to give you an answer within 30 days** after receipt of the transferred request.

DEPUTY INFORMATION OFFICER
DATE:

*State whichever is applicable.

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