

Notice in respect of section 22(1) : Request for demand

Ref. No. :

Letterhead of Institution

Enquiries :

NOTICE OF PAYMENT OF PRESCRIBED REQUEST FEE IN TERMS OF SECTION 22(1) 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 dated _____ and which has been received on _____ .

In terms of the provisions of section 22(1) of the above-mentioned Act, you are required to pay the prescribed request fee, before your request can be processed.

The **prescribed request fee** of R35 must be paid as soon as possible. Payment can be made as follows:

*Personally at the cashier of this institution.

*Posted by means of postal order/cheque to the above address and marked for the attention of the information officer.

Right to appeal

In terms of section 22(3) of the above-mentioned Act, you may lodge an internal appeal against payment of the prescribed request fee.

Should you wish to appeal against the payment of the request fee, 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:

*Delete wherever applicable .