

Notice in respect of Access fee – Section 22(2)

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

Enquiries :

NOTICE OF PAYMENT OF PRESCRIBED ACCESS FEE IN TERMS OF SECTION 22(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 dated _____.

*In terms of the provisions of section 22(2) of the above-mentioned Act, you are required to pay a **deposit** on the prescribed portion of the access fee, before your request can be finalised.

*As a search for the requested records has been made, and the preparation of the record for disclosure would require more than the prescribed hours for this purpose in the form requested by you, you are required to pay a deposit on the access fee of R_____. This constitutes about a third of the prescribed portion of the access fee, which amounts to R_____. The access fee has been calculated in accordance with the prescribed tariffs in the Regulations and is set out in the attached invoice.

Should your request for access to this record be refused, this amount will be repaid to you.

Right to appeal

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

Should you wish to appeal against the payment of the deposit on the prescribed portion of the access 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 : _____

DEPUTY INFORMATION OFFICER
DATE:

**Delete if not applicable.*