

Notice in respect of record found and access granted – Section 23(4)

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

Enquiries :

NOTICE OF RECORD FOUND IN TERMS OF SECTION 23(4) 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 _____ and my **reply of _____.

You are hereby informed that the file **was found** afterwards and that access to the requested information has been granted.

You requested access in the following **form**: _____

The form in which access can be given is as follows: _____

*However, the access cannot be given in the requested form because

*The record is not available in _____, (the language requested) and will therefore be given in _____.

Access fee

*In terms of section 25(2)(a) of the above-mentioned Act, you have to pay an access fee of R_____. This is for the cost of making a copy of a record or a transcription of the content and/or postal fee and/or time reasonably required to search for or make arrangements for the record. Access will be given after payment of the access fee.

*In terms of the provisions of section 22(2) of the above-mentioned Act, you have to pay a deposit on the prescribed portion of the access fee, before your request can be granted. You are therefore required to pay a deposit on the prescribed portion of the access fee of R _____. This constitutes about a third of the prescribed portion of the access fee, which amounts to R _____. The balance of the access fee is to be paid before access will be granted. (The access fee has been calculated in accordance with the tariffs in the Regulations and is set out in the attached invoice.)

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 : _____

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 if not applicable.

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