

Notice in respect of record found, but access refused – 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, being in a position to consider your request, the institution has refused access to the requested information. The request is refused in terms of section _____ of the above-mentioned Act. The reasons for refusal are the following:

Right to appeal

In terms of section 25(3)(c) of the above-mentioned Act, you may lodge an internal appeal against the refusal of the request. Should you wish to appeal against the refusal of the request 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 : _____

**In terms of section 75(3)(a) of the above-mentioned Act, your appeal must be accompanied by the prescribed appeal fee of R50. The decision on the internal appeal in terms of section 75(3)(b) of the above-mentioned Act may be deferred until the appeal fee has been paid.

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:**

* Letter 7

**Delete if not applicable.