

FORM 4

LODGING OF AN INTERNAL APPEAL

[Regulation 9]

Reference No.

PARTICULARS OF PUBLIC BODY						
Name of Public Body						
Name and Surname of Information Officer						
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL						
Full Names						
Identity Number						
Postal Address						
Contact Numbers	Tel (W)		Facsimile		Cell	
Is the internal appeal lodged on behalf of another person?				Yes		No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>						
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED (If lodged by a third party)						
Refusal of request for access						
Decision regarding fees prescribed in terms of section 22 of the Act						
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act						
Decision in terms of Section 29(3) of the Act to refuse access in the form requested by the requester						
Decision to grant request for access						
GROUNDS FOR APPEAL						
<i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. All the additional pages must be signed.)</i>						
State the grounds on which the internal appeal is based						

State any other information that may be relevant in considering the appeal	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic Communication (<i>Please specify</i>)

Signed at this day of 20

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Signature of Appellant/Third party

FOR OFFICIAL USE OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by (state rank, name and surname of Information officer)			
Date received			
Appeal accompanied by the reasons for the information office applicable, the particulars of any third party to whom or which submitted by the information officer		's decision and, where the record relates,	Yes
			No
OUTCOME OF APPEAL			
Refusal of request for access. Confirmed?	Yes		New decision (if not confirmed)
	No		
Fees (Sec 22). Confirmed?	Yes		New decision (if not confirmed)
	No		
Extension (Sec 26(1)). Confirmed?	Yes		New decision (if not confirmed)
	No		
Access (Sec 29(3)). Confirmed?	Yes		New decision (if not confirmed)
	No		

Request for access granted. Confirmed?	Yes		New decision (if not confirmed)	
	No			

Signed at this day of 20

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Relevant Authority

