



**DEPARTMENT OF INTERNATIONAL
RELATIONS AND COOPERATION**

**MANUAL ON
THE PROMOTION
OF ACCESS TO
INFORMATION ACT
NO 2 OF 2000**

REVISED 2017

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OF ACCESS TO INFORMATION ACT
NO 2 OF 2000**

REVISED April 2017

UPDATED BY

DIRECTORATE RECORDS MANAGEMENT

www.dirco.gov.za

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1. INTRODUCTION

Section 32 (1) of the Constitution of the Republic of South Africa, Act No. 108 of 1996 (the Constitution) stipulates that everyone has the right of access to any information held by the State, and any information that is held by another person that is required for the exercise or protection of any rights and that national legislation must be enacted to give effect to this right.

The Promotion of Access to Information Act (PAIA), No. 2 of 2000, gives effect to this constitutional right and came into effect on 9 March 2001. The object of the Act is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

In terms of the Act, the Director-General of the Department of International Relations and Cooperation is the Information Officer for the Department. The Director-General has appointed a Deputy Information Officer for each of the Branches within the Department.

The Office of the Director-General will act as nodal point for requests for information.

In terms of section 14 of PAIA a public body must have a manual which sets out amongst others the functions and, of an index of records held by a public body.

The aim of this Manual is to give effect to the provisions of section 14 and to enable members of the public to acquaint themselves with the procedures to be followed to access records that are in the possession of the Department of International Relations and Cooperation.

2. FUNCTIONS AND STRUCTURE OF ORGANISATION

<p>2.1 VISION</p>	<p>The Department of International Relations and Cooperation's (DIRCO) vision is championing and African Continent, which is prosperous, peaceful, democratic, non-racial, non-sexist and united and which contributes to a world that is just and equitable.</p>
<p>2.2 MISSION</p>	<p>DIRCO's mission is to formulate, coordinate, implement and manage South Africa's foreign policy and international relations programmes, promote South Africa's national interest and values and the African Renaissance (and create a better world for all).</p>
<p>2.3 STRATEGIC PRIORITIES</p>	<p>The strategic priorities of the Department of International Relations and Cooperation are:</p> <ul style="list-style-type: none"> • Through bilateral and multilateral interactions protect and promote South African national interests and values • Conduct and co-ordinate South Africa's international relations and promote its foreign policy objectives • Monitor international developments and advise government on foreign policy and related domestic matters • Protect South Africa's sovereignty and territorial integrity • Contribute to the formulation of international law and enhance respect for the provisions thereof • Promote multilateralism to secure a rules based international system • Maintain a modern, effective and excellence driven department • Provide consular services to South African nationals abroad • Provide a world class and uniquely South African State Protocol service
<p>2.4 VALUES</p>	<p>The Department of International Relations and Cooperation adheres to the following values:</p> <ul style="list-style-type: none"> • Patriotism • Loyalty

	<ul style="list-style-type: none">• Dedication• Ubuntu• Batho Pele• Constitutional Values (Chapter 10)
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2.5 STRUCTURE

The structure consists of:

Ministry,

Office of the Director-General, and ten Branches namely:

Corporate Management

Office of Chief of Operations

Public Diplomacy

State Protocol & Consular Services

Africa

Asia & the Middle East

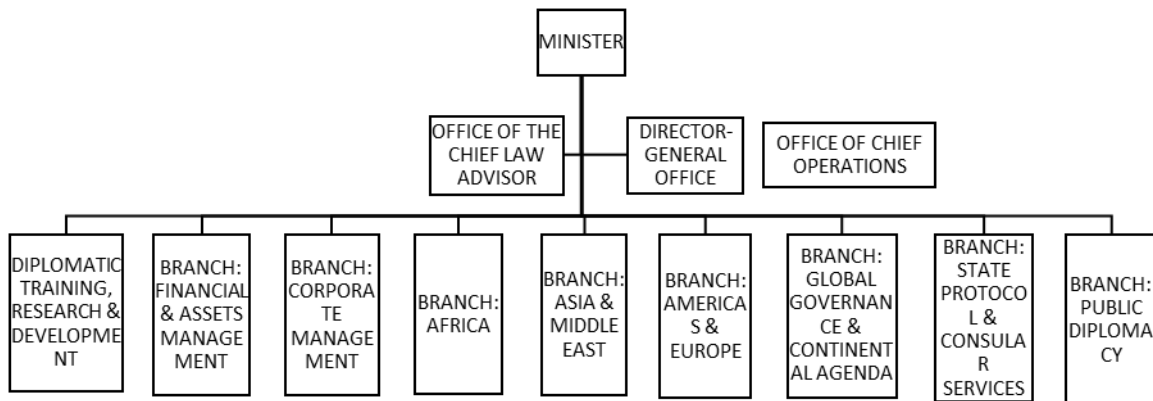
Americas and Europe

Global Governance & Continental Agenda

Financial & Asset Management

Diplomatic Training, Research & Development

2.6 Schematic diagram of structure



3. CONTACT DETAILS

3.1 Nodal point for all requests for information:

The Information Officer
 Director-General
 Department of International Relations and Cooperation
 Private Bag x152
 Pretoria
 0001
 Attention: Mrs ME Bezuidenhout
 Records Management SE4-01-052
 Enquiry: Mr MT Makhuvha
 Records Management SE4-01-066
 Tel. nr. 012 351 0831

3.2 INFORMATION OFFICER	
Designation	Director-General
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0204
Fax	(012) 329 2242
E-mail address	mahoaik@dirco.gov.za

3.3 DEPUTY INFORMATION OFFICERS	
Designation	Deputy Director-General Corporate Management
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0995
Fax	(012) 329 0330
E-mail address	
Designation	Chief Director: Chief of Staff (Office of the Minister and two Deputy Ministers)
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0008
E-mail address	(012) 329 1000 mazibukop@dirco.gov.za
Designation	Chief Operations Officer
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 8715
E-mail address	nkosim@dirco.gov.za
Designation	Deputy Director-General Public Diplomacy
Postal address	Private Bag X152 Pretoria

Tel	0001
Fax	(012) 351 0893
E-mail address	(012) 329 1205 monyelatc@dirco.gov.za
Designation	Deputy-Director General State Protocol & Consular Services
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 1664
Fax	(012) 329 2325
E-mail address	losi-tutun@dirco.gov.za
Designation	Deputy Director-General Africa
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0476
Fax	(012) 329 0333
E-mail address	makayae@dirco.gov.za
Designation	Deputy Director-General Asia & the Middle East
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 1154
Fax	(012) 329 1086
E-mail address	sooklala@dirco.gov.za
Designation	Deputy Director-General Americas & Europe
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0103
Fax	(012) 329 0969/1299
E-mail address	mayay@dirco.gov.za
Designation	Deputy Director-General Global Governance & Continental Agenda
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0016
Fax	(012) 329 1880
E-mail address	saleye@dirco.gov.za
Designation	Deputy Director-General Financial & Asset Management
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 1300
Fax	(012) 329 1998
E-mail address	ramashauc@dirco.gov.za
Designation	Deputy Director-General Diplomatic Training,

	Research & Development
Postal address	Private Bag X152 Pretoria 0001
Tel	(012) 351 0631
Fax	(012) 329 0294
E-mail address	joyinim@dirco.gov.za

4. GUIDE ON HOW TO USE THE ACT

4.1 Information that may be requested

Any existing recorded information in the possession of the Department of International Relations and Cooperation may be requested.

4.2 Request procedures

4.2.1 Access to information listed above can be requested by:

- Completing the prescribed Form A as printed in Government Gazette Notice R187 of 15 February 2002 (see schedule 2); and
- Payment of the prescribed fee as stated in schedule 1 of this Manual. However, a requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.

4.2.2 The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the records at the offices of the Department of International Relations and Cooperation.

4.2.3 Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of the Department of International Relations and Cooperation or damage its records or infringe its copyright.

4.2.4 If for practical reasons, access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester had requested.

4.2.5 If the requester is unable to read or write, or has a disability, then he or she can make the request for the record orally, in which event the Information Officer will complete the form on behalf of such requester and furnish the requester with such completed form.

4.2.6 The requester must clearly indicate on the request form:

- If they wish to be informed of the success of their request telephonically or in any manner.
- The capacity in which the request is made, in the event the information is requested on behalf of somebody else.

4.2.7 The requester must forward his or her request to the nodal point (Information Officer for attention Mrs ME Bezuidenhout and enquiry Mr MT Makhuvha) as indicated above, who will then process the request.

4.2.8 Requests must be processed within 30 days. The Information Officer may extend the period for a further 30 days in terms of

section 26 if the request cannot be dealt with within the first 30 days and subject to notification of the requester.

- 4.2.9 After the Information Officer has made a decision on the request the requester must be notified of such a decision in such manner, which the requester wanted to be notified in.
- 4.2.10 If the request relates to a record of a third party as contemplated in terms of section 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1) of PAIA, the Information Officer or the Deputy Information Officer, as the case may be, must take all reasonable steps, but in any event, within 21 days after the request is received, to inform a third party to whom or which the record relates.
- 4.2.11 A third party who is so informed, may within 21 days make written or oral presentations to the Information Officer or Deputy Information Officer, as the case may be, why the request should be refused or may give written consent for the disclosure of the record.
- 4.2.12 The Information Officer or the Deputy Information Officer, as the case may be, must as soon as reasonable possible, but in any event within 30 days after every third party is informed, decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester in terms of section 49 of PAIA, of his or her decision.
- 4.2.13 A third party will have the right to lodge an internal appeal against the decision within 30 days after notice is given as stated in 4.2.12. The appeal may be lodged by completing Form B.

4.3 Internal appeal procedures against refusal of access to information

- 4.3.1 If after complying with the procedural requirements mentioned in 4.2 above:
- The Deputy Information Officer refuses to grant access to information; and
 - such refusal is not based on any ground of refusal mentioned in the Act the requester may appeal against the decision of such Deputy Information Officer to the Information Officer.
- 4.3.2 If the requester lodges an internal appeal, the prescribed appeal form (Form B) as printed in Government Gazette Notice R187 of 15 February 2002 has to be completed within 60 days from the date the request was refused.
- 4.3.3 If the requester is not satisfied with the decision of the Information Officer as stated in 4.3.1 above, then an appeal may be lodged with

the Minister of the Department of International Relations and Cooperation.

- 4.3.4 The requester may lodge a Court application for further relief if not satisfied with the appeal decision of the Minister of the Department of International Relations and Cooperation. If no such application is filed within 37 days of the decision, the decision of the Minister of the Department of International Relations and Cooperation will be adhered to.

4.4 Fees payable

See Schedule 1.

A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).

Access to a record will be withheld until all applicable fees have been paid.

4.5 Request on behalf of another person

If the request is made on behalf of another person, a requester must submit proof of the capacity in which he or she is making the request, to the reasonable satisfaction of the Deputy Information Officer.

4.6 Notification of transfer

When a request for access has been transferred, the Deputy Information Officer making the transfer will immediately notify the requester of:

- The transfer;
- The reasons for the transfer; and
- The period within which the request must be dealt with.

5. ACCESS TO RECORDS

5.1 Voluntary disclosure and automatic availability of certain records – section 15

In terms of the Act, certain records can be accessed without a person having to request access.

The following subjects are available on the web site of the Department of International Relations and Cooperation:

About the Department:

- African Renaissance and International Cooperation Fund (ARF) Strategic Plans
- Strategic plans
- Annual reports
- Annual Performance Plans
- Budget Votes
- Technical Indicator Descriptions for the Annual Performance Plans
- Technical Indicator Descriptions for the Strategic Plans
- Vision, Mission, Strategic priorities, Values
- Profiles and speeches
- After hours help-line
- Contact information – Who's who in the Department
- Section 14 Manual

Diplomatic Immunities & Privileges (DIAP):

- Diplomatic Accreditation Application forms
- Diplomatic Vehicle Application forms
- Customs Clearance Certificate for Duty Free Import
- Diplomatic Property Audit Form
- Locally Recruited Personnel Personal Details Form
- Signature Audit
- Policy on the Management of Diplomatic Immunities Privileges
- DIAP Service Delivery Charter
- Temporary Residence Visa Circular Note
- Diplomatic Vehicles Audit Form
- Mission Contact Detail Audit
- Diplomatic Vehicles Audit Form
- Mission Contact Detail Audit

News and Events

- Media statements
- Speeches
- Events Calendar
- Parliament questions and replies

Foreign relations

- Bilateral relations
- Multilateral relations
- Diplomatic representation

Websites of South African Missions

Consular information

- What are consular services
- Contact details
- Travelling abroad
- Deaths abroad
- Arrested abroad
- Consular Notarial Services (Legislation of Official (Public) documents)
- End user certificates
- Service Delivery Charter
- South African representation abroad
- Foreign representation in South Africa
- South African Missions: Commissioner of Oaths

State Protocol

- General Protocol information
- Diplomatic representation

HOME PAGE

Procurement

- National Treasury Central Supplier Database Registration
- Supplier Leaflet
- Treasury Central Supplier Database for Government
- Database registration form
- Awarded bids
- Received Bid Proposals
- Terms of reference (advertised tenders)

Office of the Chief State Law Advisor

- International Law and Treaties

Publications

- Annual report
- African Renaissance Fund
- Strategic plan
- Annual Performance Plan (APP)
- African Renaissance Fund (ARF) Strategic Plan
- Ubuntu magazine
- Measures and guidelines for the enhanced coordination of South Africa's International engagement
- Career brochures

- It's your voice – Ubuntu Diplomat
- South Africa's diplomatic milestone

These records can be accessed at the web site of the Department of International Relations and Cooperation: www.dirco.gov.za

5.2 Information to be formally requested

The Department of International Relations and Cooperation holds information pertaining to the following subjects which must be formally requested in terms of clause 4.2.1 - categories of records available that may be requested in terms of section 14 (1) [d]:

- | |
|---|
| <p>5.2.1 Administration:</p> <ul style="list-style-type: none"> Premises & furniture Regulations and instructions Estates Provincial Administration Public Service Public works Retirements Functions Establishment of new sections/offices Delegation of authority Performance Monitoring and Evaluation Transformation Organizational structure Reports Meetings Gender, Youth and Disability Posts control Recruitment and Selection Transfers Labour relations Staff control Occupational Health and safety Talent Management and Career Management Tender publications Building Land Properties State vehicles <p>5.2.2 Communication:</p> <ul style="list-style-type: none"> Liaison by SA institutions with specialised agencies Access to information statistics Speeches and lectures Awareness programs |
|---|

Corporate image building

Petitions

Awards

- 5.2.3 Culture:
Exhibitions
Celebrations
Museums
Cinematography and photography
Constitutional flags
Memorials and monuments
Libraries

- 5.2.4 Geographical issues:
Lands
Boundaries
Maps
Archaeology
Countries

- 5.2.5 Finance:
Accounts
Irregularities and losses
Budgets
Taxes and taxation
Expenditure
Revenue

- 5.2.6 Land and Agriculture:
Fisheries
Forestry
Agriculture
Housing

- 5.2.7 Legislation and legal issues:
Legislation
Labour law issues
Defence
Treaties and/or international agreements
Mandates and/or delegations
Claims and/or litigation
Extradition

- 5.2.9 Organisations:
Societies, leagues and associations
Organisations

- 5.2.10 Political:
President

	Vice President
	Ambassadors/other representatives
	High Commissioners
	Trade representatives
	Parliament
	Bilateral relations/issues
	Multilateral relations/issues
5.2.11	Population: Nationality
5.2.12	Protocol and consular: Honorary consuls Passports and visa State visits Gifts and presentations Repatriations Immigration Foreign diplomatic and consular representation in South Africa Diplomatic privileges and immunities Reparations Refugees Deportations Consular and agency services Guests
5.2.13	Science and Technology Meteorology Plants and plant research Research Atomic energy Computer services
5.2.14	Security Peace Armistice Enemy property Security matters
5.2.15	Humanitarian Matters. Humanitarian relief Human rights
5.2.16	Trade and Industry Customs Trade, Commerce and Industries
5.2.17	Transport: Railways, Harbours and Transport

6. MISCELLANEOUS

6.1 Updating of the Manual

This Manual will be updated in terms of section 14(1) of the Act, at intervals of not more than one year.

6.2 Availability of the Manual

Regulation 187 of 15 February 2002 prescribes in section 4(1) that the Information Officer of a public body must make the Manual available in the following manner:

- ◆ At the Human Rights Commission;
- ◆ At every place of legal deposit as set out in the Legal Deposit Act, No. 54 of 1997;
- ◆ At the offices of the public body, in this case, of the Department of International Relations and Cooperation; and
- ◆ On the web site of the public body, in this case at: www.dirco.gov.za
- ◆ In addition, copies are available at the Human Rights Commission.

7. SCHEDULE 1

PRESCRIBED FEES

1. Request Fee (section 22 (8))	R35.00
2. Reproduction Fees (section 15 (3)) (a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form (c) For a copy in a computer-readable form on: (i) stiffy disk (ii) compact disk (d) (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	0.60 cents 0.40 cents R 5.00 R40.00 R22.00 R60.00 R12.00 R17.00
3. Access Fees (section 22 (7)) (a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form (c) For a copy in a computer-readable form on: (i) Stiffy disk (ii) Compact disk (d) (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images (e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record (f) Search and Preparation fees To search for the record for disclosure, for <u>each hour</u> or part of an hour, excluding the first hour, reasonably required for such search and preparation (g) Deposit required For purposes of section 22(2) of the Act, the following applies: (h) Six hours as the hours to be exceeded before a (i) deposit is payable; and (ii) one third of the access fee is payable as a deposit by the requester	0.60 cents 0.40 cents R 5.00 R40.00 R22.00 R60.00 R12.00 R17.00 R15.00

<p>4. Postal Fee The actual postal fee is payable when a copy of a record must be posted to a requester.</p>	
<p>5. Appeal Fee No appeal fee is payable.</p>	
<p>6. Banking details - All fees are payable at:</p> <p><u>Cash payments:</u> Departmental Cashier Department of International Relations and Cooperation 460 Soutpansberg Road, Rietondale, Pretoria 0084</p> <p>OR</p> <p><u>EFT payments:</u> Banking details : Bank name : First National Bank Bank branch : Pretoria Corporate Branch no : 253145 Account type : Current Account Account no : 62027898470</p> <p>Attn : Mrs ME Bezuidenhout Room: SE4-01-052 460 Soutpansberg Road, Rietondale, Pretoria 0084</p> <p>Payment description should read: Sale/Publication (PAIA)</p> <p><i>After payment is made, forward e-mail notification to:</i> Enquiries for request can be forwarded to MT Makhuvha or ME Bezuidenhout E-mail: makhuvham@dirco.gov.za or bezuidenhoutb@dirco.gov.za</p>	

8. SCHEDULE 2

PRESCRIBED FORMS FOR ACCESS TO RECORDS

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

<p>FOR DEPARTMENTAL USE</p> <p style="text-align: right;">Reference number: _____</p> <p>Request received by _____ (state rank, name and surname of information officer/deputy information officer) on _____ (date) at _____ (place).</p> <p>Request fee (if any): R</p> <p>Deposit (if any): R</p> <p>Access fee: R</p> <p style="text-align: right;">SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number: _____ Postal

address:

_____ Fax number: _____ Telephone

number: _____ E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason therefor.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:				
<p><i>Mark the appropriate box with an "X".</i></p> <p>NOTES:</p> <p>(a) <i>Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p>(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>					
1. If the record is in written or printed form -					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound -					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		

4. If record is held on computer or in an electronic or machine-readable form -					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.				YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>					
In which language would you prefer the record?					

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 6]

STATE YOUR REFERENCE NUMBER:

NOTE: A person who lodges an internal appeal may have to pay an appeal fee.

If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who is lodging the internal appeal, must be completed below.*
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be stated at C below.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: _____ E-mail address: _____ Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) is lodging the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:

	Refusal of request for access.
	Decision regarding fees determined in terms of section 22 of the Act.
	Decision regarding the extension of the period within which 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 as requested by the requester.
	Decision to grant request for access.

E. Grounds for appeal

*If the provided space is inadequate please continue on a separate folio and attach it to this form. **You must sign all the additional folios.***

State the grounds upon which the internal appeal is based:

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

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by
(state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the records, submitted by information officer/deputy information officer on _____ (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

CONFIRMED/SUBSTITUTED BY NEW DECISION

NEW DECISION:

_____ DATE

RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM
THE RELEVANT AUTHORITY: