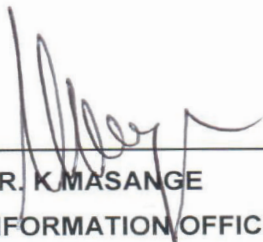


DEPARTMENT OF HUMAN SETTLEMENTS**NO. 980****16 OCTOBER 2015****PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

In terms of the provisions of section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) the Department of Human Settlements of the Mpumalanga Province hereby publish a manual on the functions of, and an index of the records held by the Department as set out in the Annexure hereto.



MR. K. MASANGE
INFORMATION OFFICER



PAIA MANUAL

ENGLISH

**MANUAL ON
FUNCTIONS AND
INDEX OF RECORDS
HELD BY PUBLIC
BODY**

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Roles & Terms	Definition
Information Officer	In the case of Mpumalanga Provincial Department of Human Settlements it is the Head of Department.
Deputy Information Officer(s)	<p>The Information Officer of the Department of Human Settlements must designate such number of persons as Deputy Information Officers as necessary to render the Mpumalanga Provincial Department of Human Settlements as accessible as reasonably possible for requesters of its records.</p> <p>The Information Officer of the Mpumalanga Provincial Department of Human Settlements has direction and control over every Deputy Information Officer of this department.</p>
Personal Requester	<p>A requester seeking access to a record containing personal information about the requester.</p> <p>'Personal information' means information about an identifiable individual, including, but not limited to:</p> <ul style="list-style-type: none"> ▪ information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual; ▪ information relating to the education or the medical, criminal or employment history of the individual, or information relating to financial transactions in which the individual has been involved; ▪ any identifying number, symbol or other particular assigned to the individual; ▪ the address, fingerprints or blood type of the individual; ▪ the personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual; ▪ correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence; ▪ the views or opinions of another individual about the individual; ▪ the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and ▪ the name of the individual where it appears with other personal information relating to the individual, or where the disclosure of the name itself would reveal information about the individual, but excluding information about an individual who has been dead for more than 20 years.

Requester	<ul style="list-style-type: none"> ▪ Any person making a request for access to a record of the Mpumalanga Provincial Department of Human Settlements; or ▪ only those public bodies that are exercising a public power or performing a public function in terms of legislation.
Third Party	<ul style="list-style-type: none"> ▪ In relation to a request for access to a record of the Mpumalanga Provincial Department of Human Settlements, a third party means: <ul style="list-style-type: none"> ▪ any person (including, but not limited to, the government of another province or a foreign state, a national or an international organisation or an organ of that government or organisation) other than: <ul style="list-style-type: none"> · the requester concerned; · but for the purposes of sections 34 of the Act, the reference to 'person' in paragraphs (a) and (b) must be construed as a reference to a 'natural person'.
Relevant Authority	In relation to the Mpumalanga Provincial Department of Human Settlements, the Relevant Authority means the Member of Executive Council responsible for the Mpumalanga Provincial Department of Human Settlements or the person designated in writing by the MEC.
Human Rights Commission	Means the South African Human Rights Commission referred to in section 181 (1) (b) of the Constitution.
Record	In relation to the Mpumalanga Provincial Department of Human Settlements, a record means any recorded information: <ul style="list-style-type: none"> ▪ regardless of form or medium; ▪ in the possession or under the control of that public body; and ▪ whether or not it was created by that public body.
Days	<p>"When any particular number of days is prescribed for the doing of any act, or for any other purpose, the same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day happens to fall on a Sunday or on any public holiday, in which case the time shall be reckoned exclusively of the first day and exclusively also of every Sunday or public holiday"</p> <p>Interpretation Act, (Act No 33 of 1957. Section 4 "Reckoning of number of days"</p>
Working Days	Means any days other than Saturdays, Sundays or public Holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act No 36 of 1994)

1. INTRODUCTION

1.1 PURPOSE OF THE MANUAL

- 1.1.1 The Mpumalanga Department of Human Settlements recognizes and respects the right of access to information as enshrined in the constitution of the Republic of South Africa. The Promotion of Access to Information Act, 2000 (Act no 2 of 2000) (hereinafter referred to as the Act) gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such request.
- 1.1.2 Section 9 of the Act, however, recognises that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at,
- reasonable protection of privacy;
 - commercial confidentiality, and
 - effective, efficient and good governance.
- 1.1.3 Section 14 of the Act obliges bodies to compile a Manual, which could assist a person to obtain access to information held by the public body and stipulates the minimum requirements such a Manual has to comply with.
- 1.1.4 The purpose of this Manual is therefore to inform a person on how to obtain access to records held by the Mpumalanga Provincial Department of Human Settlements, and thereby giving effect to section 14 of the Act.

1.2 MPUMALANGA PROVINCIAL DEPARTMENT OF HUMAN SETTLEMENTS

Vision

Sustainable integrated human settlements

Mission

To facilitate the creation of integrated sustainable human settlements

Values

- i) Departmental values as founded on Batho Pele
- ii) Uphold high standards of commitment among staff
- iii) Client driven and a development of a caring team
- iv) Consultation with communities on departmental programmes
- v) Result driven in service delivery

Departmental key strategic objectives

1. Provision of integrated human settlements
2. Upgrading and formalization of informal settlements
3. Promotion of social and rental housing
4. Upgrading of community residential units
5. Promotion of social and economic facilities

2. ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT

The MEC for Department of Human Settlements is Ms VS Siwela and the Mr K Masange Head of Department.

The Department is divided into four (4) programmes:

PROGRAMME 1: ADMINISTRATION

- Office of the Member of the Executive Committee (MEC)
- Office of the Head of Department
- Chief Directorate: Corporate Services
- ✓ Directorate: Legal Services;
- ✓ Directorate: Communication;
- ✓ Directorate: Human Resource Management and Development;
- ✓ Directorate: Planning and Programme Management
- ✓ Directorate: Stakeholder Management
- ✓ Directorate: Housing Subsidy Scheme
- Office of the Chief Financial Officer
- ✓ Directorate: Financial Accounting
- ✓ Directorate: Management Accounting
- ✓ Directorate: Supply Chain Management

PROGRAMME 2: HOUSING NEEDS, RESEARCH AND PLANNING

- Chief Director: Technical Services
- ✓ Directorate: Technical Services: Gert Sibande
- ✓ Directorate: Technical Services: Nkangala
- ✓ Directorate: Technical Services: eHlanzeni

PROGRAMME 3: HOUSING DEVELOPMENT, IMPLEMENTATION, PLANNING AND TARGET

- Chief Director: PHP and Rural Development
- ✓ Directorate: PHP
- ✓ Directorate: Informal Settlement
- ✓ Directorate; Rural Settlement and farm worker residential development
- ✓ Directorate: District Support Gert Sibande
- ✓ Directorate: District Support Nkangala
- ✓ Directorate: District Support eHlanzeni

- Chief Director: Incremental Housing
- ✓ Directorate: Integrated Residential Development Programme
- ✓ Directorate: Urban Renewal, Rental and Social Housing
- ✓ Directorate: Secretariat Mpumalanga Residential Tribunal
- ✓ Directorate: Strategic Housing Support and Housing Asset

PROGRAMME 4: HOUSING ASSET MANAGEMENT

- Housing Asset Management Property Management
- ✓ Administration
- ✓ Sale and transfer of Housing Properties
- ✓ Devolution of Housing Properties
- ✓ Housing Properties Maintenance

3. CONTACT DETAILS OF THE DEPARTMENT

Physical address : Building No 6 & 7
Extension 2
No 7 Government Boulevard
Riverside Park
NELSPRUIT
1200

Postal Address : Private Bag x11328
NELSPRUIT
1200

Website : <http://www.dhs.mpg.gov.za>

3.1 INFORMATION OFFICER

Mr K Masange

Head of Department

Tel No: (013) 766 6233

Facsimile No (013) 013 766 8430

3.2 COMPLIANCE INFORMATION OFFICERS

The Information Officer has designated the following as the Deputy Information Officers

Mr D Awogu

Chief Director: Incremental Housing

Telephone No (013) 766 6346

Facsimile No (013) 766 8441

Mr PS Shube

Acting Chief Director: Corporate Services

Telephone No (013) 766 6707

Facsimile No (013) 766 8441

4. THE GUIDE ON HOW TO USE THE ACT

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission

PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone No: (011) 484 8300

Facsimile No: (011) 484 1360

Website: www.sahrc.org.za

5. RECORDS HELD BY THE DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements holds the following records which could be requested in terms of the Act.

- ✓ Departmental Strategic Plans, Implementation Plan and Performance Report;
- ✓ Departmental financial records;
- ✓ Departmental personnel records;
- ✓ Departmental reports relating to Summits and Workshops;
- ✓ Policy documents and legal prescripts relating to Human Settlements
- ✓ Media products,
- ✓ Notices published by the Department in the Provincial Gazettes;
- ✓ Departmental Communication Strategies and Plans; and
- ✓ Records relating to contractual documents with various service providers.

6. RECORDS AUTOMATICALLY AVAILABLE.

6.1 Records automatically available in the Department of Human Settlements

- ✓ Annual Performance Plan and Reports;
- ✓ Strategic Plan
- ✓ Annual Performance Implementation Plan
- ✓ Forms
- ✓ Tender Advertisements
- ✓ Speeches

6.2 Categories of records available for inspection in terms of other legislation

- ✓ The Housing Act 1997 (No 107 of 1997).
- ✓ The Labour Relations Act 1995 (No 66 of 1995 as amended)
- ✓ The Legal Deposit Act 1997 (No 54 of 1997)
- ✓ The National Archives of South Africa Act 1996 (No 43 of 1996)
- ✓ The Home Loan and Mortgage Disclose Act 2000 (No 63 of 2000)

The provisions of section 5 of the Act makes provision that PAIA applies to the **exclusion** of any provision of any other legislation that prohibits or restricts the disclosure and which is materially inconsistent with the object or specific provision of PAIA. [Section 5(5)]

7. THE REQUEST PROCEDURE

- a. The requester who wishes to obtain access to information held by the Department of Human Settlements has to complete the request form and submit it to the attention of the Information Officer on the contact details stated in 3 above (Request Form attached as "Annexure A")
- b. The prescribed form must be filled in with enough detailed information to at least enable the Deputy Information Officer to identify the record(s) requested, the identity of the requester, which form of access is required and the postal address or fax number of the requester.
- c. If the requester is unable to read and write, the request for the record can be made orally by the requester. The Deputy Information Officer must then fill in the form on behalf of such a request and give him or her copy.
- d. After lodging the form the request with the Information Officer, the application will be processed within 30 days.
- e. If the requester requests information in a particular form (e.g. a paper copy, electronic copy etc) then the requester should receive access in that form, unless doing so would interfere unreasonably with the running of a public body concerned or damage to the record or infringe on the copyright not owned by the state.
- f. If the requester requests information on behalf of somebody else, the capacity in which the request is being made, must be indicated.

7.1 Fees payable for a request

- 7.1.1 the Act provides for two types of fees:
- a. A Request Fee, which will be a standard fee; and
 - b. An Access Fee; which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 7.1.2 The requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester must pay the required fee, with exception, to requesters classified for the purpose of section 22(8) of the Act.
- 7.1.3 The Deputy Information Officer must notify the requester by notice, requiring the requester to pay the prescribed request fee and deposit (if any) before further processing the request.
- 7.1.4 If the request is granted then a further access fee must be paid for the reproduction and for the search and preparation for any time required in excess of the stipulated hours to search and prepare the record for disclosure.
- 7.1.5 Access to a record will be withheld until all the applicable fees have been paid.
- 7.1.6 In a case where a deposit has been paid and the records cannot be made available, the Department shall refund the deposit amount to the requester.

7.2 Fees in respect of Public Bodies in terms of section 22 (2) of the Act

Refer to "Annexure "B"

8. ARRANGEMENTS ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

The Department of Human Settlements maintains a high level of public engagement and interaction with stakeholders through inviting comments on proposed legislation and notices published in the Provincial Gazette, and workshops.

9. REMEDIES WHERE REQUEST FOR ACCESS TO INFORMATION ARE REFUSED

9.1 Refusal of request

The main grounds for the Department of Human Settlements to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party who is a natural person, which involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - trade secrets of the third party
 - financial, commercial, specific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party

- c information disclosed in confidence by a third party to the Department of Human Settlements, if the disclosure could put a third party and the Department at a disadvantage in negotiations or commercial competition.
 - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement
 - Mandatory protection of the safety of individuals and the protection of property;
 - Mandatory protection of records which would be regarded as privileged in legal proceedings;
 - Operations of the Department of Human Settlements;
- The commercial activities of the Department of Human Settlements, which may include
 - a. trade secrets of the Department of Human Settlements
 - b. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Department of Human Settlements
 - c. information which, if disclosed could put the Department of Human Settlements at a disadvantage in negotiations or commercial competition;
 - d. a computer programme which is owned by the Department of Human Settlements, and which is protected by copyright,
 - The research information of the Department of Human Settlements or a third party, if its disclosure would reveal the identity of the Department of Human Settlements, the researcher or the subject matter of the research and would place the research at a serious disadvantage
 - Requests for information that are frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

9.2 Appeal

9.2.1 the requester may lodge an internal appeal against a decision of the Deputy Information Officer of the Department of Human Settlements –

- a. to refuse a request for access, or
- b. taken in terms of section 22, 26 (1) or 29(3), in relation to that requester, with the relevant authority.

9.2.2 A third party may lodge an internal appeal to the relevant authority, against a decision of the Deputy Information Officer of the Department of Human Settlements, to grant a request for access.

9.3 Manner of appeal and appeal fees

9.3.1 An internal appeal must be lodged in the prescribed form (see Annexure "C")

- within 60 days;

- if notice to a third party is required by section 49(1) of the Act, within 30 days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken
- it must be delivered or sent to the Deputy Information Officer of the Department of Human Settlements at his or her addresses, or fax number;
- It must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant
- If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;

9.3.2 If an appeal is lodged after the expiry of the period referred to, the MEC must, upon good cause shown, allow the late lodging of the appeal.

9.3.3 If the MEC disallows the late lodging of the appeal, he or she must give notice of that decision to the person who lodged the appeal.

9.3.4. As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Deputy Information Officer of the Department must submit to the MEC:

- the appeal together with his or her reasons for the decision concerned; and
- if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

10. UPDATING AND AVAILABILITY OF THE MANUAL

The Department of Human Settlements undertakes to update and publish its Manual referred to in section 14(1), at intervals of not more than a year.

Section 14(1) of the Act, read with Regulation No. R. 187 of 15 February 2002 prescribes that the Manual of a public body must be made available in the following manner:

- A copy will be made available to the South African Human Rights Commission;
- The Manual will be published in the *Provincial Gazette*, which will be published by the Government Printer;
- In addition to this the Department of Human Settlements' Manual will be accessible through the Departments' website on <http://www.dhs.mpg.gov.za>.

**Annexure A
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 6]

FOR DEPARTMENTAL USE

A Particulars of public body

Deputy Information Officer/Compliance Officer

Reference number _____

Request received by _____ (name and surname of deputy information officer/compliance officer)

on(date) _____ at _____ (place) _____

Request fee (if any): R.....

Deposit (if any): R

Access fee: R.....

.....Signature of Deputy Information officer/Compliance officer

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.

(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 for exemption.

Reason(s) for exemption from payment of fees:

F. Form of access to record

<i>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 below, state your disability and indicate in which form the record is required.</i>			
Disability:		Form in which record is required:	
Mark the appropriate box with an X.			
NOTES:			
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.			
(b) 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.			
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
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"/>		<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:			
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	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?			YES
			NO
Postage is payable.			
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.			
In which language would you prefer the record?			

G. Notice of decision regarding request for access

You will be notified whether your request has been approved/ denied.
If you wish to be informed 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 aton this theday of..... 20_____

**SIGNATURE OF REQUESTER OR PERSON ON
WHOSE BEHALF THE REQUEST IS MADE**

Annexure B

FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF SECTION 22

DESCRIPTION	AMOUNT (R)
The Request Fee payable by every requester, other than a personal requester.	R 35.00
Copy of the Manual, as contemplated in regulation 5(c) (for every photocopy of an A4 size page or part thereof.)	R 0.60
The fees for reproduction referred to in regulation 7(1) are as follows:	
1) for every photocopy of an A4-size page or part thereof.	R 0.60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.40
3) For a copy in a computer-readable form on - (i) memory stick/stiffy disc (ii) compact disc	R 5.00 R 40.00
4) For a transcription of visual images, for an A4-size page or part thereof) For a copy of visual images	R 22.00 R 60.00
The access fees payable by a requester referred to in regulation 7(3) are as follows:	
1) For every photocopy of an A4-size page or part thereof	R 0.60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.40
3) For a copy in a computer-readable form on - (i) memory stick/stiffy disc (ii) compact disc	R 5.00 R 40.00
4) For a transcription of an audio record, (i) for an A4-size page or part thereof (ii) For a copy of an audio record	R 12.00 R 17.00
To search for and prepare the record for disclosure for each hour or part of hour, excluding the first hour, reasonably required for such search and preparation.	R 15.00 per hour or part thereof
The actual postage is payable when a copy of a record must be posted to a requester.	Actual cost

**Annexure C
FORM B**

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act 2000 (*Act No. 2 of 2000*))
[Regulation 8]

STATE YOUR REFERENCE NUMBER:

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 lodge the internal appeal must be given 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 given 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) lodges the internal appeal.

Full names and surname: _____

Identity number: _____

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
	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(l) 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

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 on 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 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.....thisday 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's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION: _____

.....**DATE**

RELEVANT AUTHORITY

RECEIVED BY THE DEPUTY INFORMATION

OFFICER/COMPLIANCE OFFICER FROM THE RELEVANT AUTHORITY ON (date): _____