

FORM 4

INTERNAL APPEAL FORM
[Regulation 9]

Reference Number: _____

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	Cellular number:	
	Business number:	
Email address		
Is the internal appeal lodged	<input type="checkbox"/> YES	
	<input type="checkbox"/> NO	
If the 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		
Full Names		
Identity Number		
Postal Address		
Contact Numbers	Cellular number:	
	Business number:	
Email address		
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED (<i>mark the appropriate box with an "X"</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(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.	
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GROUND FOR APPEAL
(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)

State the grounds on which the internal appeal is based:	
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State any other information that may be relevant in considering the appeal:	
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You will be notified in writing of the decision of your internal appeal. Please indicate your preferred manner of notification:

Postal address	Electronic communication

Signed at _____ this _____ day of _____ 202

 Signature of Appellant/Third party

FOR OFFICIAL USE ONLY
OFFICIAL RECORD OF AN INTERNAL APPEAL

Request received by: <i>(state Rank, name and surname of</i>	
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Information Officer				
Date Received:				
Appeal accompanied by reasons for the 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:		YES		
		NO		
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed	Yes		New decision (if not confirmed)	
	No			
Fees (Sec 2) 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 _____ 202

Signature of Information Officer