

INTERNAL APPEAL FORM

FORM 4

[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	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
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)				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail 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	
GROUND 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 _____

Signature of Appellant/Third party

FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>					
Date received:					
Appeal accompanied by the 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 <i>(if not confirmed)</i>		
	No	☐			
Fees (Sec 22). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>		
	No	☐			
Extension (Sec 26(1)). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>		
	No	☐			
Access (Sec 29(3)). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>		
	No	☐			
Request for access granted. Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>		
	No	☐			

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority

ANNEXURE C

FEES FOR REQUEST AND REPRODUCTION OF RECORDS

(Promotion of Access to Information Act, 2000 (Act No 2 of 2000))

[Regulation 7]

Fees

#	Description	Amount (R)
_____	Request fee (*where required)	35,00
(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on—	_____
	(i) stiffy disc	5,00
	(ii) compact disc	40,00
(d)	(i) for a transcription of visual images, for an A4-size page or part thereof	22,00
	(ii) for a copy of visual images	60,00
(e)	(i) for a transcription of audio record, for an A4-size page or part thereof	12,00
	(ii) for a copy of audio record	17,00
_____	Search and preparation of records (for each hour or part thereof)	15,00
_____	Deposit (where required) for access fee	1/3
_____	Postage	Actual postage

*Exemptions in terms of section 22(8) of PAIA

Category	Fee(s) exempt
Personal requester (person requesting records about him/herself)	Request fee
Single person with annual income, after deductions, not exceeding R14,712.00	Access fee

SECTION 14 MANUAL
Promotion of Access to Information Act, 2000
DEPARTMENT OF HOME AFFAIRS

Married persons/life partners with annual net income not exceeding R27,192.00	<i>Access fee</i>
Where costs of collecting any fee exceeds the amount charged	<i>Request</i> + <i>Access fee</i>