

# 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<br><i>(If lodged by a third party)</i>   |          |  |           |  |
| Full Names   |          |  |           |  |
| Identity Number  |          |  |           |  |
| Postal Address   |          |  |           |  |
| Contact Numbers  | Tel. (B) |  | Facsimile |  |
|  | Cellular |  |           |  |

|                |  |
|----------------|--|
| E-Mail Address |  |
|----------------|--|

| <b>DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED</b><br><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   |  |
| <b> GROUNDS FOR APPEAL</b><br><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<br><i>(Please specify)</i> |
|----------------|-----------|---|
|                |           |   |

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Appellant/Third party**

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**FOR OFFICIAL USE**  
**OFFICIAL RECORD OF INTERNAL APPEAL**

|   |     |  |   |     |  |
|---|-----|--|---|-----|--|
| Appeal received by:<br><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  |  |
| <b>OUTCOME OF APPEAL</b>  |     |  |   |     |  |
| Refusal of request for access. Confirmed?   | Yes |  | New decision<br><i>(if not confirmed)</i> |     |  |
|   | No  |  |   |     |  |
| Fees (Sec 22). Confirmed?   | Yes |  | New decision<br><i>(if not confirmed)</i> |     |  |
|   | No  |  |   |     |  |
| Extension (Sec 26(1)). Confirmed?   | Yes |  | New decision<br><i>(if not confirmed)</i> |     |  |
|   | No  |  |   |     |  |
| Access (Sec 29(3)). Confirmed?  | Yes |  | New decision<br><i>(if not confirmed)</i> |     |  |
|   | No  |  |   |     |  |
| Request for access granted. Confirmed?  | Yes |  | New decision<br><i>(if not confirmed)</i> |     |  |
|   | No  |  |   |     |  |

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Relevant Authority**