



planning, monitoring and evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

FORM B

NOTICE OF INTERNAL APPEAL

Section 75 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)
[Regulation 8]

A. Particulars of public body:

The Information Officer: Mr Tshediso Matona (Acting Director General)

or

Deputy Information Officer: Mr. Stanley Ntakumba (Chief Director)

Department of Planning, Monitoring and Evaluation
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B. Particulars of requester/ or third party who lodges the internal appeal

- a) *The particulars of the person who lodges 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 in C below*

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 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. 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	
<input type="checkbox"/>	Refusal of request for access.
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act.
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act.
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester.
<input type="checkbox"/>	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 _____ 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 reasons for the Information Officer/Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which records relates, submitted by the Information Officer/Deputy Information Officer on _____ (date) to the relevant authority.

OUTCOME ON APPEAL: _____

DECISION OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER:

Confirmed: _____

New decision substituted: _____

New decision: _____

RELEVANT AUTHORITY

DATE

RECEIVED BY THE INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (DATE): _____