



ANNEXURE 3: NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (PAIA no 02 of 2000))

The name and postal address, fax number or email address of the information officer or deputy information officer.

(a) Particulars of Council for Geoscience

Attention:

The Information Officer/Deputy Information Officer:

a. Particulars of the requester/third party who lodges the internal appeal

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent*
- (c) *Proof of capacity in which the request is made, if applicable, must be attached*
- (d) *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: _____

Email address: _____

Capacity in which an internal appeal on behalf of another person is lodged: _____

b. Particulars of the person on whose behalf the request is made

This section must be completed only if the request for information is made on behalf of another person.

Full names and surname: _____

Identity number/company number: _____

c. The decision against which the internal is lodged

Mark the decision against which the internal appeal is lodged with an x in the appropriate box:	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of PAIA
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of PAIA
	Decision in terms of section 29(3) of PAIA to refuse access in the form requested by the requester
	Decision to grant request for access

d. 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:

e. 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

How would you prefer to be informed of the decision regarding your request?

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF APPELLANT

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

Appeal received on _____ date by _____

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:

DATE

INFORMATION OFFICER

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

FOR CGS USE

Reference Number: _____

Request received by _____

(name and surname of information officer/ deputy Information officer) on the
_____ (date) at _____ (place).

Request fee (if any): R _____

Deposit fee (if any) R _____

Access fee R _____

SIGNATURE DEPUTY INFORMATION OFFICER