

STATE YOUR REFERENCE NUMBER
Reference number:

SOUTH AFRICAN POLICE SERVICE



SUID-AFRIKAANSE POLISIEDIENS

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

A. Particulars of public body

The Information Officer:

B. Particulars of requester or third party who lodges the internal appeal

(a) *The particulars of the person who is lodging the internal appeal, must be completed below.*
(b) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be stated at C below.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) is lodging the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:</i>	
<input type="checkbox"/>	Refusal of request for access.
<input type="checkbox"/>	Decision regarding fees determined in terms of section 22 of the Act.
<input type="checkbox"/>	Decision regarding the extension of the period within which 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 as requested by the requester.
<input type="checkbox"/>	Decision to grant request for access.

E. Grounds for appeal

<i>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. Attach a copy of your request (and relevant documentation such as letters etc) and attach proof of submitting it to a relevant office of the Service. Also attach proof of your capacity (eg power of attorney, etc) if you act on behalf of the requester.</i>

State the grounds upon which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

<i>You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</i>

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 deputy information officer).

Appeal accompanied by the reasons for the deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the records, submitted by deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF DEPUTY INFORMATION OFFICER CONFIRMED / SUBSTITUTED BY NEW DECISION

NEW DECISION:

DATE

RELEVANT AUTHORITY

Date received by the deputy information officer from the relevant authority: