



ANNEXURE "C"

FORM B

NOTICE OF INTERNAL APPEAL

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

**YOUR REFERENCE
NUMBER:**

A. Particulars of WCPP

The name and postal or physical address, fax number or e-mail address of the information officer or deputy information officer must be stated below.

Attention:

Information Officer / Deputy Information Officer: WCPP

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B. Particulars of person requesting access to the record

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

Full names and surname:

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Postal address:

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.....

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Telephone number:

Fax number:

Email address:

Capacity in which the request is made, when made on behalf of another person:

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C. Particulars of person on whose behalf request is made

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

Full names and surname:

.....

Identity/ company number:



D. The 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.

	Refusal of request for access
	Decision regarding fees determined in terms of section 22 of the Act
	Decision regarding the extension of the period within which 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 as requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate page and attach it to this form.
You must sign all the additional pages.

State the grounds upon which the internal appeal is based:

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

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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.

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

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Signed atthis.....day of20.....

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SIGNATURE OF APPELLANT



