

e. If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;

9.3.2 If an appeal is lodged after the expiry of the period referred to, the MEC must, upon good cause shown, allow the late lodging of the appeal.

9.3.3 If the MEC disallows the late lodging of the appeal, he or she must give notice of that decision to the person who lodged the appeal.

9.3.4 As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of **the Department** must submit to the MEC:

- a. the appeal together with his or her reasons for the decision concerned; and
- b. if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

## 10. UPDATING AND AVAILABILITY OF THE MANUAL

10.1 **The Department** undertakes to update its Manual referred to in Section 14(1), at intervals of not more than a year.

10.2 Section 14(1) of the Act, read with Regulation No. R. 187 of 15 February 2002 prescribes that the Manual of a public body must be made available in the following manner:

8.2.1 A copy will be made available to the South African Human Rights Commission, and every regional office of the Department,

8.2.2 The Manual will be accessible through the Department's website on <http://cgta.mpg.gov.za>.

APPROVED AT NEZSPRUIT ON THIS 10<sup>th</sup> DAY OF APRIL 2015.



MR. C.M CHUNDA  
HEAD OF DEPARTMENT

Annexure A

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY  
(Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 6]

FOR DEPARTMENTAL USE

Request received by \_\_\_\_\_ Reference number \_\_\_\_\_  
officer/deputy \_\_\_\_\_ (name and surname of information  
information officer on \_\_\_\_\_ (date)  
\_\_\_\_\_ at \_\_\_\_\_ (place) \_\_\_\_\_

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

.....Signature of information officer/deputy Information Officer

A. Particular of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

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

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 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 number: \_\_\_\_\_

**D. Particulars of record**

*(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*  
*(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.*  
**The requester must sign all the additional folios.**

1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

**E. Fees**

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*  
*(b) You will be notified of the amount required to be paid as the request fee.*  
*(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*  
*(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason(s) for exemption from payment of fees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of access to record**

<i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.</i>			
<u>Disability:</u>		Form in which record is required:	
Mark the appropriate box with an X.			
<b>NOTES:</b>			
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.			
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.			
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc:			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack(audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
			NO
<b>Postage is payable.</b>			
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.			
In which language would you prefer the record?			

**G. Notice of decision regarding request for access**

You will be notified whether your request has been approved/ denied. 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 for access to the record?

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

**SIGNATURE OF REQUESTER OR PERSON ON  
WHOSE BEHALF THE REQUEST IS MADE**

## Annexure B

## FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF SECTION 22

DESCRIPTION	AMOUNT (R)
The Request Fee payable by every requester, other than a personal requester.	R 35.00
Copy of the Manual, as contemplated in regulation 5(c) (for every photocopy of an A4 size page or part thereof.)	R 0.60
<b>The fees for reproduction referred to in regulation 7(1) are as follows:</b>	
1) for every photocopy of an A4-size page or part thereof.	R 0.60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.40
3) For a copy in a computer-readable form on - (i) memory stick/stiffy disc (ii) compact disc	R 5.00 R 40.00
4) For a transcription of visual images, (i) for an A4-size page or part thereof (ii) For a copy of visual images	R 22.00 R 60.00
<b>The access fees payable by a requester referred to in regulation 7(3) are as follows:</b>	
1) For every photocopy of an A4-size page or part thereof	R 0.60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.40
3) For a copy in a computer-readable form on - (i) memory stick/stiffy disc (ii) compact disc	R 5.00 R 40.00
4) For a transcription of an audio record, (i) for an A4-size page or part thereof (ii) For a copy of an audio record	R 12.00 R 17.00
To search for and prepare the record for disclosure for each hour or part of hour, excluding the first hour, reasonably required for such search and preparation.	R 15.00 per hour or part thereof
The actual postage is payable when a copy of a record must be posted to a requester.	Actual cost

**FORM B**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))  
[Regulation 8]

<b>STATE YOUR REFERENCE NUMBER:</b>
-------------------------------------

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

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

<p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>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.</i></p>
---

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

**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. 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:*

<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(l) 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 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 SUBSTITUTED**

**NEW DECISION:** \_\_\_\_\_

.....DATE

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