

UNISA



university
of south africa

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000)

(Regulation 8)

**STATE YOUR REFERENCE
NUMBER: _____**

A. PARTICULARS OF DEPUTY INFORMATION OFFICERS

- Executive Director
Legal Advisor to the Principal
P O Box 392
UNISA
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Room 12-17
OR Tambo Building
Preller Street
Muckleneuk Ridge
PRETORIA

Tel no : (012) 429 – 2551 or (012) 429 – 6908
Fax no : (012) 429 – 6947
e-mail : vwykdh@unisa.ac.za or marodmm@unisa.ac.za
- Executive Director
University Legal Advisor
P O Box 392
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0003
Room 11-16
OR Tambo Building
Preller Street
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Tel no : (012) 429 – 8903
Fax no : (012) 429 – 8902
e-mail : cvanwyk@unisa.ac.za or mroberts@unisa.ac.za

B. PARTICULARS OF REQUESTER / 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 at C below.

Full names and surname: _____

Identity number: _____

Postal address: _____

Postal code: _____

Fax number: (_____) _____

Telephone number: (_____) _____ Cell 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(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 OF APPEAL

If the provided space is inadequate, 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, 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 OFFICE USE ONLY

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)
