

INDUSTRIAL DEVELOPMENT CORPORATION

INFORMATION MANUAL

JANUARY 2016

**IDC manual in terms of Section 14 of the
Promotion of Access to Information Act**

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1. Introduction

This manual is published in accordance with the regulations of Chapter 2, section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). It contains a description of the Act that governs the activities of the Industrial Development Corporation (IDC), the mandate of the IDC, products and services, and the availability of its records as a public body. The manual is available in English and will in future be translated in other official languages. Copies of the manual can be obtained from the Information Officer or the IDC website.

2. The Promotion of Access to Information Act No. 2 of 2000 (the Act)

The objectives of PAIA are thus:

- to give effect to the constitutional right of access to any information held by the State;
- to set out justifiable limitations on the right of access to information aimed at protecting people's privacy, confidential commercial information and ensuring effective, efficient and good governance;
- to balance the right of access to information with all the other rights in the constitution;
- to promote a culture of human rights and social justice;
- to establish mechanisms and procedures to enable persons to obtain access to records as swiftly, inexpensively and effortlessly as is reasonably possible;
- to promote transparency, accountability and effective governance;
- to empower and educate everyone to:
 - understand their rights in terms of the Act;
 - understand the functions and operation of public bodies; and
 - effectively scrutinise and participate in decision-making by public bodies that affects their rights.

SECTION 1

3. DETAILS OF THE IDC

Name of Public Body: Industrial Development Corporation of South Africa Limited

Chief Executive Officer: **Mr Geoffrey Qhena**

Registered Address: **19 Fredman Drive
Sandton
2196**

Postal Address: **PO Box 784055
Sandton
2146**

Telephone Number: **011-269 3000**

Fax Number: **011-269-3116**

Website: www.idc.co.za

E-mail Address: callcentre@idc.co.za.

4. DETAILS OF THE INFORMATION OFFICER

The person responsible for administration of the Act within the Industrial Development Corporation is

Designated Deputy Information Officer: **Group Company Secretary:
Corporate Secretariat Department**

Telephone Number: **011-269 3039**

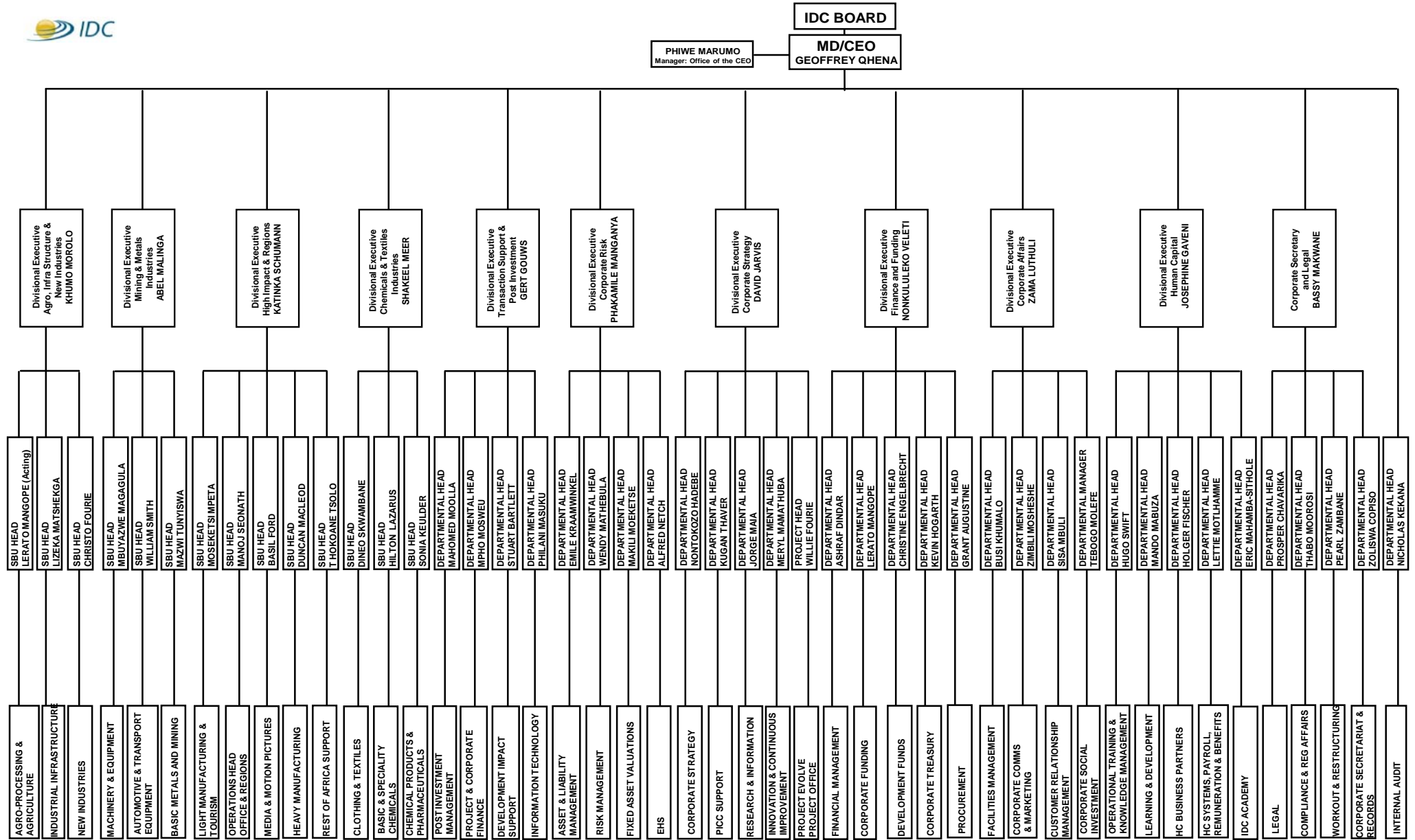
Fax Number: **011-269 3801**

E-mail Address: paiarequests@idc.co.za

5. STRUCTURE



SECTION 2



SECTION 3

6. DIVISIONS AND CATEGORY INFORMATION

DIVISIONS	UNITS
Agro, infrastructure and new industries	<ul style="list-style-type: none">• Agro-processing and Agriculture• New Industries• Industrial Infrastructure
Mining and metals industries	<ul style="list-style-type: none">• Basic Metals and Mining• Machinery & Equipment• Automotive & Transport Equipment
Chemicals and textiles industries	<ul style="list-style-type: none">• Basic and Speciality Chemicals• Chemical Products & Pharmaceuticals• Clothing & Textiles
High Impact and regions	<ul style="list-style-type: none">• Heavy Manufacturing• Light Manufacturing & Tourism• Media & Motion Pictures• Rest of Africa Support• OPS. Head Office• Pre-Investment Business Centre (PIBC)

cont.

DIVISIONS AND CATEGORY INFORMATION

DIVISIONS	UNITS
<p>Corporate Risk</p> <p>This division is responsible for maintaining an acceptable risk profile while supporting the receipt of appropriate financial and development returns through the implementation of risk management policies, systems and frameworks. The division is also responsible for providing solutions for business partners who are in financial distress which will result in the turnaround of their businesses. Improved recovery from unsustainable clients as well as compliance with environmental, health and safety legislation falls within this division’s area of responsibility.</p>	<ul style="list-style-type: none"> • Risk Management, • Asset & Liability Management (ALM) • Environment, Health & Safety • Fixed Asset Valuations
<p>Human Capital Division</p> <p>This division is responsible for the formulation, implementation and monitoring of people management strategies in alignment with the strategy of the IDC. Human Capital achieves this through an integrated model which ensures that the corporation has progressive people management interventions, policies and practices. Human Capital proactively identifies, attracts, places, develops and empowers employees to ensure that they have the required competencies to support the corporate strategy and to achieve their career aspirations.</p>	<ul style="list-style-type: none"> • HC Strategic Partners • Training and Development • Remuneration & Benefits, Systems & Payroll • IDC Academy • Operations Training

DIVISIONS	UNITS
<p>Corporate Secretariat and legal</p> <p>This Division comprises of the following Departments:</p> <p>Legal and International Finance Department: this Department provides comprehensive legal and international finance solutions (including the drafting of agreements, negotiating instructions and effecting recoveries) which meets IDC's and clients' needs and which enables the IDC to achieve its development financing mandate in a manner which ensures compliance with the law while reducing legal risks and safeguarding the IDC's interests. In addition, it provides import and export finance, short-term bridging and export finance for transactions in South Africa, cross-border transactions and facilitates the issue of ECIC policies.</p> <p>Post Investment Monitoring Department: This Department was established to ensure the effective implementation of approved transactions, the monitoring of business partners and the protection of the IDC's interest until such time as the relationship between IDC and the relevant business partners terminates, ensuring minimal financial loss to IDC.</p> <p>Workout and Restructuring Department: This Department provides support to sector SBUs' and provides solutions for clients in distress by initiating restructuring and turnaround processes thereby ensuring that clients are able to continue with normal business operations and in so doing minimising job losses. In the event of the failure or liquidation of a business it aims to optimise IDCs recovery.</p>	<ul style="list-style-type: none"> • Corporate Secretariat • Legal • Workout and Restructuring • Compliance • Records Management

<p>Deal support and post-investment management</p> <p>Post Investment Monitoring Department: This Department was established to ensure the effective implementation of approved transactions, the monitoring of business partners and the protection of the IDC's interest until such time as the relationship between IDC and the relevant business partners terminates, ensuring minimal financial loss to IDC.</p>	<ul style="list-style-type: none"> • Post Investment Management • Project & Corporate Finance • Developmental Impact Support • Information Technology (IT)
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<p>Corporate Strategy</p> <p>This department is responsible for guiding, developing and monitoring implementation of the IDC strategy.</p> <p>In addition the department is responsible for managing the IDC matured listed portfolio and to ensures alignment with the IDC's corporate objectives.</p> <p>The Information Technology Department is responsible for ensuring that computing and technology requirements are in place to reliable support the IDC's processes and achievement of its objectives.</p>	<ul style="list-style-type: none"> • Corporate Strategy • Research & Information • Info Centre • Masorini • Project Evolve Implementation • Innovation & Continuous Improvement • Presidential Infrastructure Coordinating Committee(PICC)/ Economic Development Department (EDD)
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<p>Corporate Affairs</p> <p>This department is responsible for guiding, developing and monitoring implementation of the IDC strategy.</p> <p>In addition the department is responsible for managing the IDC matured listed portfolio and to ensures alignment with the IDC's corporate objectives.</p> <p>The Information Technology Department is responsible for ensuring that computing and technology requirements are in place to reliable support the IDC's processes and achievement of its objectives.</p>	<ul style="list-style-type: none"> • Corporate Communications & Marketing • Customer Relations Management • Facilities Management • Corporate Social Investment
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<p>Finance and funding</p> <p>This department is responsible for guiding, developing and monitoring implementation of the IDC strategy.</p> <p>In addition the department is responsible for managing the IDC matured listed portfolio and to ensures alignment with the IDC's corporate objectives.</p> <p>The Information Technology Department is responsible for ensuring that computing and technology requirements are in place to reliable support the IDC's processes and achievement of its objectives.</p>	<ul style="list-style-type: none">• Localisation• Corporate Funding • Corporate Treasury • Financial Management• Development Funds • Procurement
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Cont .DIVISIONS AND CATEGORY INFORMATION

DIVISIONS	UNITS
<p>Direct Reports This departments ensure that the IDC stays abreast of developments with respect to corporate governance and the provision of independent and objective assurance that the IDC's processes and controls are adequate and effective in identifying and monitoring significant risks to it. Within the division an assessment is made of IDC effectiveness with regard to corporate governance, assurance against operational, financial and Information Technology audits and risks and forensic activities.</p>	<ul style="list-style-type: none"> Internal Audit

SECTION 5

7. SOUTH AFRICAN HUMAN RIGHTS COMMISSION OFFICIAL GUIDE

The information contained in this manual and that of all other public and private bodies can be obtained from the South African Human Rights Commission (SAHRC). Section 10 of the Act requires the SAHRC to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The guide contains the following information:

The objects of the Act:

- Particulars of the information officers of every public body;
- Particulars of every private body as are practicable;
- The manner and form of a request for access to information held by a body;
- Assistance available from both the information officers and the Human Rights Commission in terms of the Act;
- All remedies in law regarding acts, omissions, rights, and duties, including how to lodge an internal appeal and a court application;
- Schedules of fees to be paid in relation to requests for access to information; and
- Regulations made in terms of the Act;

Enquiries regarding the guide can be addressed to the SAHRC, the contact details are as follow:

Postal Address: South African Human Rights Commission
Promotion of Access to Information Unit Research
and Documentation Department Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

SECTION 6

8. INFORMATION AUTOMATICALLY AVAILABLE

The following information / records can be obtained automatically without a formal request:

- The IDC Act and Regulations in respect of the IDC Act;
- Marketing brochures of the IDC;
- Touch screen on the organisational structure, mission, vision and the functions of the various departments of the IDC; and

All of the above records are available on request at the office of the **IDC at 19 Fredman Road, Sandton.**

9. IDC may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of the Act which include: that access would result in the unreasonable disclosure of personal information about a third party, the necessity of protecting the commercial information of a third party or of IDC itself, the necessity of protecting the confidential information of a third party, the necessity of protecting the safety of individuals and protecting property, that a record constitutes privileged information for the purpose of legal proceedings, and the necessity of protecting the research information of a third party or IDC itself.

SECTION 7

10. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- **Basic Conditions of Employment Act No. 75 of 1997**
- **Industrial Development Corporation Act 22 of 1940**
- **Electronic Communications and Transactions Act No.25 of 2002**
- **Financial Intelligence Centre Act No. 32 of 2001**
- **Occupational Health and Safety Act No. 85 of 1993**
- **Occupational Injuries and Diseases Act no 130 of 1993**
- **Compensation for Occupational Injuries and Diseases Act No. 130 of 1993**
- **National Archives and Records Service of South Africa Act No. 43 of 1996**
- **Public Finance Management Act No. 1 of 1999**
- **Promotion of Access to Information Act No. 2 of 2000**
- **Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33 of 2004 and**
- **Prevention of Organised Crime Act No.121 of 1998**
- **Development Act No. 22 of 1940**
- **Labour Relations Act No. 66 of 1995**
- **Employment Equity Act No. 55 of 1998**
- **Income Tax act No. 58 of 1962**
- **Skills Development Act No. 9 of 1999**
- **Value Added Tax Act No. 89 of 1991**



SECTION 8

11. INFORMATION AVAILABLE IN TERMS OF THE ACT BY SUBJECT /BUSINESS

The following information can only be obtained by means of a formal request.

HUMAN CAPITAL

Talent Acquisition

Talent Management Learning and Development
(Internally Focused)

Client Learning and Development

Performance Management Toolkit

Knowledge Management

Human Capital Shared Services and Delivery

Employee Relations

Remuneration and Benefits

Employment Equity and Diversity Management

Provident fund policy

FINANCIAL MANAGEMENT

Financial Reporting

Cash Management Accounts

Payable

Cost and Management Accounting Taxation.

International Finance Back Office

Money Market Back Office & Loans Taken Travel

– to account for all travel-related matters

General Ledger Reporting

Cost Accounting Statutory

Reporting

**MARKETING & CORPORATE
AFFAIRS**

Sponsorships and Exhibitions

Branding and corporate identity

Advertising and promotions Internal
communication

Promotional material, including brochures

INSURANCE RECORDS

Insurance policies taken out of for the benefit
of the IDC and its employees

**IMMOVABLE AND MOVABLE
PROPERTY**

Title deeds of all immovable property owned by
the IDC;

Agreements for the lease or sale of land or other
immovable properties by the IDC;

Agreements for the lease of movable property by
the IDC;

Mortgage bonds, liens, notarial bonds or security
interests on property;

Credit sale agreements and hire purchase
agreements; and

Other agreements for the purchase, ordinary
sale, conditional sale, and hire of assets.

**COMPUTER SYSTEMS AND
COMPUTER PROGRAMS**

Agreements relating to computer systems and
computer programs; and

Other documentation pertaining to computer
systems and computer programs held by the IDC.

OTHER AGREEMENTS OF THE IDC

Loans from third parties (including banks);

Loans to third parties;

Suretyship agreements;

Security agreements, guarantees and indemnities;

Agreements restricting the trading activities of the IDC;

Agency, management and distribution agreements;

Marketing agreements;

Standard conditions of business and standard-form contracts;

Agreements in terms of which the IDC participates in joint ventures, consortiums, partnerships, incorporated and unincorporated associations;

Agreements with suppliers of the IDC; Agreements with customers of the IDC; Confidentiality and non-disclosure agreements; Other interests and investments of the IDC; Agreements with foreign entities; and

Documents pertaining to overseas interests and investments of the IDC.

CORRESPONDENCE AND INTERNAL REPORTS

- Correspondence and internal reports of the IDC.

INFORMATION RELATING TO LEGAL PROCEEDINGS

- Records relating to legal proceedings involving the IDC.

RESEARCH AND SCIENTIFIC OR TECHNICAL INFORMATION OF THE IDC

- Documentation pertaining to research conducted by the IDC;
- Research reports prepared by the IDC; and
- Scientific and/or technical information in the possession of the IDC.

LIBRARY

- The IDC's library consists of a collection of books periodicals, E-journals, electronic databases, CD-Rom's and materials relating to the business of the IDC.

SECTION 9

12. PROCEDURE FOR REQUESTING ACCESS TO INFORMATION

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure B hereto. These forms are available from:

- The IDC Information Officer (whose contact details are in section 1 of this manual);
- The SAHRC website (www.sahrc.org.za)
- The Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information, which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

13. PERSONAL REQUESTER

- A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- The IDC will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

14. REQUESTER

The requester (other than a personal requester) is entitled to request access to information on third parties. However, the IDC is not obliged to voluntarily grant access. The requester must fill the form for access in terms of the Act, including the payment of a request and access fee.

15. REQUEST

A request for access to a record must be made on the attached form to the Information Officer at his/her address, facsimile number or e-mail address in terms of Section 18 of the Act. The requester must provide sufficient detail on the request form to enable an official of the IDC to identify the record requested and the requester. When completing a request on the prescribed form, the requester should also indicate:-

- the preferred language of the record if applicable;
- whether the requester wishes to be informed of the decision in another manner in addition to a written reply; and
- a facsimile number and/or postal address.
- If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.
- If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- A request must be directed to the Information Officer.
- The prescribed form must be sent to the IDC via mail, facsimile or may be provided to the requester by the IDC.
- The requester must pay the prescribed fee, before any further processing can take place.
- The form must be adequately completed, with sufficient particulars for the official of the IDC to identify the following:-
 - from where and from whom the request is made;
 - what record(s) are being requested; and
 - what the access fee will be should access be granted.



16. FEES

The Act provides for two types of fees, namely:-

- a request fee, which will be a standard fee; and
- an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- The Information Officer shall withhold a record until the requester has paid the fees.
- A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

17. DECISION

- The IDC will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons to that effect.
- The 30 day period with which the IDC has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of the IDC and the information cannot reasonably be obtained within the original 30 day period. The IDC will notify the requester in writing should an extension be sought.

SECTION 10

18. REMEDIES FOR NON-COMPLIANCE WITH THE ACT

Any requester dissatisfied with any decision of the IDC in respect of a request for access to a record of the IDC can either lodge an internal appeal to the relevant authority or approach the High Court or another court of similar status to seek redress. If the requester wants to lodge an internal appeal it must be done within 60 days after receiving the notice that his request was not approved or within 30 days if notice to a third party is required. An internal appeal must be lodge in the prescribed Form B in annexure B.

SECTION 11

FEES PAYABLE AS PRESCRIBED BY THE ACT

The fee for a copy of the manual as contemplated in regulation 5 (c) of the Act is R0,60 for every photocopy of an A4 size of page or part thereof.

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) of the Act is R35,00

The fees for reproduction referred to in regulation 7(1) of the Act are as follows:

- For every photocopy of an A4-size page or part thereof R0,60
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form..... R0,40
- For a copy in a computer-readable form on –
 - Compact disc..... R40,00
- For a transcription of visual images, for an A4-size page or part thereof R22,00
- For a copy of visual images..... R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R12,00
- For a copy of an audio record..... R17,00

The access fees payable by a requester referred to in regulation 7(3) of the Act are as follows:

- For every photocopy of an A4-size page or part thereof R0,60
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form..... R0,40
- For a copy in a computer-readable form on
 - Compact disc R40,00
- For a transcription of visual images, for an A4-size page or part thereof R22,00
- For a copy of visual images..... R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R12,00
- For a copy of an audio record..... R17,00

- For any request that would require more than six hours to access or to prepare for disclosure one third of the access fee is payable as a deposit by the requester.

- The actual postage is payable when a copy of a record must be posted to a requester.

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 OFFICE USE	
Request received by	
(state rank, name and surname of information officer/deputy information officer) on(date)	at
.....(place)	
Request fee (in any):.....	R
Deposit (if any):	R
Access fee;	R
.....	
SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER	

A. Particulars 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 surnames:.....

.....

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.*

1. Description of records 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.*

Reasons for exemption from payment of fees:

.....
.....

F. Form of access to record

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.

Disability:

.....

.....

.....

Form in which record is required:.....

.....

.....

.....

Mark the appropriate box with an **X**

NOTES:

- (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:

	Copy of record*		Inspection of record
--	-----------------	--	----------------------

2. If records consists of visual images –

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

	View the images		Copy of the images*		Transcription of the images*
--	-----------------	--	---------------------	--	------------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
--	---	--	--

4. If record is held on computer or in an electronic or machine-readable form::

	Printed copy of record*		Printed copy of information derived from the record*		
--	-------------------------	--	--	--	--

* 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
Postage is payable		

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing 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 on the decision regarding your request for access to the record?

.....

Signed at.....this..... day of20.....

.....
**SIGNATURE OF REQUESTER/ PERSON ON WHOSE
BEHALF REQUEST IS MADE**

NOTICE OF INTERNAL APPEAL

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

(Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER: ...

NOTE: A person who lodges an internal appeal may have to pay an appeal fee.
If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. Particulars of public body

The Information Officer / Deputy Information Officer

.....
.....

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

- (a) *The particulars of the person who lodge 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 surnames:.....
.....

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 requester

This section must be completed ONLY if a third (other than the requester) lodges 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>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the 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 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 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 of20.....

.....
SIGNATURE OF APPELLANT