



JMDOLLS & PORCELAIN C.C.

FORM INFO 2

**NOTICE OF APPEAL REGARDING ACCESS TO INFORMATION
(Section 75 of the *Promotion of Access to Information Act* (No. 2 of 2000))**

YOU'RE 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:

JMD Dolls & Porcelain c.c.

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

- (a) *The particulars of the person who is lodging the internal appeal must be provided below.***
- (b) *Proof of the capacity in which the 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 stated at C below.***

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

Email 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 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

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 determined in terms of section 22 of the above-mentioned 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 above-mentioned Act.
<input type="checkbox"/>	Decision in terms of section 29(3) of the above-mentioned Act to refuse access in the format as 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 page and attach it to this form. You must sign all the additional pages.

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 about an appeal

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.

State the manner: _____

Particulars of manner: _____

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE OF APPELLANT

FOR OFFICE 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 decision of the information officer/deputy information officer and, where applicable, the particulars of any third party involved with the records to which the appellant is requesting access.

Date submitted to the relevant authority: _____

Signature of the relevant Deputy Information Officer: _____

Date received by the authority: _____

Signature of authority: _____

OUTCOME OF APPEAL:

**DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
(CONFIRMED/ SUBSTITUTED BY NEW
DECISION)** _____

DATE _____ SIGNATURE OF RELEVANT AUTHORITY _____

**DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
FROM THE RELEVANT AUTHORITY:**

DATE: _____ SIGNATURE OF OFFICER: _____

DATE OF NOTICE GIVEN TO APPELLANT CONCERNING FINAL DECISION:

SIGNATURE OF OFFICER: _____

