

FOR OFFICE USE ONLY
Internal Appeals Reference Number: _____
PAIA Reference Number: _____

Internal Appeals against Decisions of Information Officers of Transnet

English is the language of business communication in Transnet.

INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS OF TRANSNET

In terms of section 75(1) of the Promotion of Access to Information Act, No 2 of 2000

- (a) Please insert the PAIA reference number below as supplied by Transnet originally.
- (b) Complete the form in as detailed a manner as possible, **in print and in black ink**, please.
- (c) Please attach a copy of your identification document to prevent wrongful disclosure of personal information (compulsory).
- (d) 'A requester lodging an internal appeal against the refusal of his or her request for access must pay the prescribed fee (if any)' 75(3)(a). Transnet will notify you if the prescribed fee is payable. The decision on the internal appeal may be deferred until the fee is paid. (75(3)(b)).

PAIA Reference No (original): _____ :

A. Particulars of public Body

Send or deliver your completed Internal Appeal form to:

1. Postal Address:

Deputy Information Officer (PAIA)
Spornet Knowledge Centre
Private Bag X47
Johannesburg
2001

2. Street Address:

Deputy Information Officer (PAIA)
Spornet Knowledge Centre
Umjantshi House
30 Wolmarans Street
Johannesburg
2001

3. E-mail Address: paia@spornet.co.za

Enquiries: (011) 7734999/7734460

4. Spornet Fax Number: (011) 773-9106

B. Particulars of requester/third party lodging Internal Appeal

(Please indicate the appropriate description with an X)

Personal requester lodging the Internal Appeal	
Requester lodging an Internal Appeal	
Public body requester lodging an Internal appeal	
A requester who originally made a request on behalf of a third party, lodging the Internal Appeal	
A requester lodging an Internal Appeal against the tender or payment of the request fee	
A requester lodging an Internal Appeal against an extension to deal with a request	
A third party lodging an Internal Appeal against the granting of a request for access	
A requester who requested access in a particular form in terms of 29(3)	
A third party lodging an Internal Appeal against a decision of the information officer of Transnet referred to in paragraph (a) of the definition of 'public body' in section 1 to grant access to a record(s).	
A requester/third party lodging an Internal Appeal against the refusal of a request for access to a record contemplated in 34(1), 35(1), 36(1), 37(1) or 43(1)	

C. Particulars of Requester/third Party lodging the Internal Appeal

Name, Surname and Title:	
Identity Number (attach certified copy of your ID document):	
Postal Address:	
Cell Number:	
Telephone Number (Work):	Area code: ():
Telephone Number (Home):	Area code: ():
Fax Number:	Area code: ():
E-mail Address:	

1. Capacity in which this Internal Appeals is lodged (Please tick the appropriate Box):

(a) Please include proof of the capacity in which the request is made.

Capacity in which request is made when request is made on behalf of another person (please indicate):

Parent, Guardian, Attorney, Doctor, Child, Widow, Widower, Spouse, Other (specify):

D. Particulars of the REQUESTER against which the third party is lodging an Internal Appeal

(a) This section must be completed **ONLY** if you are a third party (**other than the requester**) lodging the Internal appeal.

Name, Surname and Title:	
Identity Number:	

E. Subject of Internal Appeal

Deemed refusal to grant request for access (If the Deputy Information Officer failed to give the decision within the prescribed period of 30 days)	
Refusal to grant request for access	
Decision regarding request fee prescribed in terms of 22.	
Decision regarding deposit fee prescribed in terms of 22.	
Decision regarding access fee (reproduction, search and preparation) prescribed in terms of 22.	
Decision regarding the extension of the period within which the request must be dealt with in terms of 26(1).	
Decision in terms of 29(3) to refuse access in the form requested by the requester	
Decision to grant request for access	

F. Reasons for lodging an Internal Appeal

(a) Please continue on separate folios if the space provided below is inadequate, but **sign each page** and attach to this form, please.

1. State the reasons for the Internal Appeal (provide relevant information):

2. State any other information known to the appellant that may be relevant in considering the appeal:

G. Notice of decision on Internal Appeal

(a) Transnet will notify you of the outcome in writing as soon as is reasonably possible, but in any event within 30 days after receipt of the internal appeals form.

(b) If the appellant wishes to be informed of the outcome in any other manner (written reply), please state this preference below.

1. Preferred means of notification of outcome, other than a written reply. Provide contact detail, please:

(a) Please **sign** below ('wet signature' is required)

Signature
(Signature of Appellant)

Signed at _____ **(place)** this _____ **day of** _____ **(month), 20** _____

End of document (form)