

ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA



The Allied Health Professions Council of South Africa
ensuring quality complementary and alternative healthcare of choice



PROMOTION OF ACCESS TO INFORMATION MANUAL

**In terms of Section 14 of the Promotion of Access to
Information Act (“PAIA”),**

Act 2 of 2000

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1. STRUCTURES AND FUNCTIONS OF THE AHPCSA

The Allied Health Professions Council of South Africa (AHPCSA) is a statutory health body established in terms of the Allied Health Professions Act, 63 of 1982 (the Act) in order to control all allied health professions, which includes Ayurveda, Chinese Medicine and Acupuncture, Chiropractic, Homoeopathy, Naturopathy, Osteopathy, Phytotherapy, Therapeutic Aromatherapy, Therapeutic Massage Therapy, Therapeutic Reflexology and Unani-Tibb.

Structure of the AHPCSA

The AHPCSA consists of three divisions:

1. **The Council**, whose primary role is upholding the functions of the Council as presented by legislation and by formulating policies applicable to all allied health professions;
2. **The Professional Boards**, whose primary focus is providing the Council with the profession specific standards and policy contributions; and
3. **The Administration**, who is responsible for the administration of the Council, the professional boards and the professions.

1. Composition of Council:

The AHPCSA consists of 17 members:

- 11 members elected from the registered professions
- 4 community representatives appointed by the Minister of Health
- 1 member in the employment of the Department of Health
- 1 member appointed by the Minister due to his/her legal experience and knowledge

Council Committees:

- The Executive Committee
- Finance Committee
- Education Committee
- Internship Sub-Committee of PBCO

2. Professional Boards:

- Professional Board for Ayurveda, Chinese Medicine and Unani-Tibb (PBACMU)
- Professional Board for Chiropractic and Osteopathy (PBCO)
- Professional Board for Homeopathy, Naturopathy and Phytotherapy (PBHNP)
- Professional Board for Therapeutic Aromatherapy, Therapeutic Massage Therapy and Therapeutic Reflexology (PBARM)

3. The Administration

- Registrar
- Director of Operations
- Administration Officers
- Financial Contractors and Auditors

Functions of the AHPCSA

The AHPCSA is mandated in terms of the Act to:

- Promote and protect the health of the public;
- Manage, administer and set policies relating to the professions registered with the AHPCSA;
- Investigate complaints relating to the professional conduct of practitioners, interns and students;
- Administer the registration of persons governed by the AHPCSA; and
- Set standards for the education and training of intending practitioners.

The AHPCSA is accountable to the Minister of Health and the National Department of Health (www.doh.gov.za):

- To advise the Minister on matters as they relate to the allied health professions; and
- To communicate to the Minister on matters of public importance known to the AHPCSA acquired in the course of its functions.

2. CONTACT DETAILS OF AHPCSA AND THE INFORMATION OFFICER

AHPCSA

Postal Address:	Private Bag X28 Lynnwood Ridge 0040
Physical Address:	Castelli Suite, Il Villaggio, 5 De Havilland Crescent South, Persequor Technopark, Pretoria.
Phone Number:	012 349 2331
Fax Number:	012 349 2327
E-mail:	registrar@ahpcsa.co.za (report complaints)
E-mail:	info@ahpcsa.co.za (account and general enquiries)

INFORMATION OFFICER

Name: Dr Louis Mullinder

Designation: Registrar

Postal Address: Private Bag X28
Lynnwood Ridge
0040

Physical Address: Castelli Suite,

Il Villaggio, 5 De Havilland Crescent South,

Persequor Technopark,

Pretoria

Phone Number: 012 349 2331

Fax Number: 012 349 2327

E-mail: registrar@ahpcsa.co.za

3. THE HUMAN RIGHTS COMMISSION GUIDE IN TERMS OF SECTION 14(1)(c) OF PAIA

Section 10 of the PAI Act imposes a duty on the Human Rights Commission to *“compile in each official language a guide containing such information in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in the Act”*.

The guide will be available from the South African Rights Commission.

The SAHRC Guide contains the following information:

1. The objects of the PAIA;
2. Particulars of the information officer of every public officer;
3. Particulars of every private body as are predictable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and court application;
7. Schedules of fees to be paid in relations to requests for access to information;
8. Regulations made in terms of the PAIA.

Copies of this Guide will be available as soon as it is published by the SAHRC.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

South African Human Rights Commission

Promotion of Access to Information Act Unit

Postal Address:

Private bag 2700

Houghton

2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

4. RECORDS AND CATEGORIES OF RECORDS AVAILABLE FROM AHPCSA (SUBJECT TO REQUEST)

“Records” of the AHPCSA refer to those records created or received in the course of official business and which are kept as evidence of the AHPCSA’s functions, activities and transactions. There are different forms of records, for example correspondence files, maps, plans, registers, agendas and minutes, which could be available in different media, e.g paper, electronic, or on microfilm.

These records will only be made available subject to formal request.

The AHPCSA holds the following records and categories of records held on each subject:

4.1 Registrations, Continuing Professional Development and Records

- (a) Registers of all practitioners according to the professions registered under the various boards;
- (b) Names of accreditors and accredited service providers of CPD;
- (c) Registration Rules and Regulations;
- (d) Personal files of all practitioners registered with the AHPCSA;
- (e) Prescribed forms;
- (f) Accreditation agreements between the Boards and the various service providers.

4.2 Finance

- (a) Copies of cheques and orders;
- (b) Audited financial statements;
- (c) Cash books and reconciliation statements;
- (d) General Ledgers;
- (e) Trial Balances;
- (f) Bank Statements;
- (g) EFT Files for transfers;
- (h) Deposit slips, where applicable;
- (i) Practitioners statements of account;
- (j) Statutory returns;
- (k) Contracts;
- (l) Receipt Books;
- (m) Payment Vouchers;
- (n) Budget; and
- (o) Minutes of the Audit Committee and Finance and Investment Committee.

4.3 Professional Boards

- (a) Handbooks on internship training;
- (b) Ethical rules and rulings;
- (c) Information booklets;
- (d) Regulations for each profession;
- (e) Minutes of meetings of the boards, committees of the boards and Council; and
- (f) Policy documents adopted by the Boards.

4.4 Communication

- (a) Annual reports;
- (b) Media statements;
- (c) Newsletters;
- (d) Bulletin;
- (e) Environmental Health.

4.5 Legal Services

- (a) Record of proceedings of all Professional Conduct cases;
- (b) Professional Conduct regulations;
- (c) Suspension regulations;
- (d) Health regulations;
- (e) Charge Sheets;
- (f) Policies;
- (g) Verdicts.

5. ACCESS TO RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The categories of records of the AHPCSA which are automatically available on payment of the prescribed fee for copies without a person having to formally request access in terms of the PAIA Act are as follows:

- 5.1** Registers of the various professions;
- 5.2** Bulletin;
- 5.3** Environmental Health;
- 5.4** Occupational Health News;
- 5.5** AHPCSA Act and Regulations;
- 5.6** Board Notices;
- 5.7** Procedures for lodging complaints;
- 5.8** General information brochures.

6. DESCRIPTION OF THE SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE AHPCSA AND HOW TO GAIN ACCESS TO THOSE SERVICES

Nature of the Services

The AHPCSA is mandated in terms of the Act to:

- (a) Promote and protect the health of the public;

- (b) Manage, administer and set policies relating to the professions registered with the AHPCSA;
- (c) Investigate complaints relating to the professional conduct of practitioners, interns and students;
- (d) Administer the registration of persons governed by the AHPCSA; and
- (e) Set standards for the education and training of intending practitioners.

How to gain Access to these services

The services offered can be accessed through any one of the Administrators as set out as follows:

The Administration

Dr Louis Mullinder

Registrar

Tel: 012 349 2331

Email: registrar@ahpcsa.co.za

Ms Telele Mathinjwa

Legal Assistant to the Registrar

Tel: 012 349 2331

Email: legalassist@ahpcsa.co.za

Ms Beverley Hirst

Director of Operations

Tel: 012 349 2331

Email: dir_operations@ahpcsa.co.za

Ms Portia Maple

Administration Supervisor (files L – Z (minus M -N))

Tel: 012 349 2331

Email: portia@ahpcsa.co.za

Ms Camille Terry

Administration Officer (files A - K)

Tel: 012 349 2331

Email: camille@ahpcsa.co.za

Mr Mpho Motau

Junior Administration Officer (files M - N)

Tel: 012 349 2331

Email: mpho@ahpcsa.co.za

7. ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION / INVOLVEMENT

The purpose of the public participation process is to ensure that the AHPCSA as well as the broader community co-owns the public participation process and the end product.

The AHPCSA seeks to actively facilitate the engagement of the community in its planning and policy making processes through annual Professional Board Meetings as well as News Letters which are released by the AHPCSA.

8. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE AHPCSA

The requester may lodge an internal appeal with the AHPCSA against a decision of the Information Officer if:

- 8.1 A request for access is refused;
- 8.2 The fees charged are unacceptable;
- 8.3 The period within which a decision with regard to access to a record must be made, is extended;
- 8.4 Access to a record is not provided in the requested form;
- 8.5 A third party may lodge an internal appeal with the AHPCSA against a decision by the Information Officer to disclose information relating to the third party.

9. OTHER INFORMATION AS PRESCRIBED IN TERMS OF SECTION 14(1)(i)

There is currently no information available from the AHPCSA to be placed here.

10. REQUEST PROCEDURE

10.1 Access Given

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 A** hereto. These forms are available from:

- The AHPCSA Information Officer;
- The AHPCSA website (www.ahpcsa.co.za);
- The SAHRC.

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

10.2 Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester.

10.3 Requester

The requester (other than a personal requester) is entitled to request access to information on third parties. However, the AHPCSA 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.

10.4 Form of Request

- The request must be in writing on the prescribed form, attached as **Annexure A**, and be forwarded to the Information Officer.
- The application should clearly state what information is required and if the request is for a copy of a record or whether the requester would like to view the record at the office of the AHPCSA.
- The application form must be accompanied by the prescribed request fees.
- If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the offices, would damage the record, or infringe a copyright not owned by the AHPCSA.

- If the requester wishes to be informed of the decision regarding the request in any other manner, e.g by telephone/fax/email, in addition to a written reply, it must be indicated as such. In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer must complete the form on behalf of the requester.

10.5 Fees Payable

- In terms of the PAIA, two types of fees are required to be paid, namely the request fee and the access fee.
- A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.
- The Information Officer will notify the requester to pay the prescribed fee before further processing the request. The requester may lodge an internal appeal or an application to the court against payment of the request fee.
- The fees payable are as follows:
- 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 R35,00

REQUEST FEE, OTHER THAN PERSONAL REQUESTER	
REPRODUCTION / ACCESS FEES The manual: For every photocopy of an A4-size page or part thereof. Also, any other A4-size photocopy	R0,60
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 copy of visual images	R60,00
For a transcription of visual images, for an A4-size page or part thereof	R22,00
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

ACCESS FEE, OTHER THAN PERSONAL REQUESTER	
REPRODUCTION / ACCESS FEES The manual: For every photocopy of an A4-size page or part thereof. Also, any other A4-size photocopy	R0,60
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

To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation.

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 by the requester when a copy of a record must be posted.

10.6 Decision and Notice

- After the Information Officer has made a decision on the request, the requester will be notified thereof within 30 (thirty) days after the request has been received, unless the period to deal with the request has been extended.
- If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable.
- The requester will be given the required information, if available, within a reasonable time after receipt of the applicable form and prescribed fee.

10.7 Time Limits

Upon receipt of the request where applicable, the Information Officer will inform any third party affected by the request within 21 days of receipt of the request. The third party must inform the Information Officer why such information should not be made available to the requester. The decision whether or not to grant the request will be made by the Information Officer within 30 days of receipt of the request. The period may be extended once for an additional period of 30 days.

10.8 Transfer of Requests

If a request for access is made for information which is not in the possession of the AHPCSA, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days after the request has been received, to the other body/institution, organisation who could provide the information.

10.9 Records not found / Does not exist

In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the Information Officer will by means of an affidavit / affirmation inform the requester accordingly, giving full reasons.

10.10 Deferral of Access

Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations within 30 (thirty) days as to why the information is required prior to it becoming public.

10.11 Refusal of Access to Records

The Information Officer may refuse access to records under the circumstances provided for in part 2, chapter 4 of the Act.

10.12 Remedies

A requester may lodge an internal appeal with the AHPCSA against a decision of the Information Officer if:

- 10.12.1** A request for access is refused;
- 10.12.2** The fees charged are unacceptable;
- 10.12.3** The period within which a decision with regard to access to a record must be made is extended;
- 10.12.4** Access to a record is not provided in the requested form;
- 10.12.5** A third party may lodge an internal appeal with the Municipality against a decision by the Information Officer to disclose information relating to the third party.

10.13 Appeal Procedure

An internal appeal must be lodged on the prescribed form which is attached as **Annexure B** within the following prescribed periods:

- 10.13.1** A period of 60 (sixty) days;
- 10.13.2** If notice to a third party is required by section 49(1)(b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.

10.14 The Internal Appeal

- Must be delivered, posted, faxed or sent by electronic mail to the Information Officer as per the information above. The relevant authority shall be the Chairperson of the AHPCSA.
- Must identify the subject of the internal appeal and give reasons for the appeal.
- Must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.
- Must, if applicable, be accompanied by the prescribed appeal fee.
- Must specify a postal address, fax number or email address.
- The Information Officer must within 10 (ten) working days after receipt of an internal appeal, submit it to the Appeal Authority, namely the Chairperson, for consideration.
- Late appeals may be allowed if good cause can be shown.
- A requester or third party may only apply to a court within 60 days if the internal appeal procedure against a decision of the Information Officer has been exhausted.

11. 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:

- The Allied Health Professions Act 63 of 1982
- Regulations in Terms of the Associated Health Service Professions Act 1982
- Rules specifying the acts or omissions in respect of which disciplinary action may be taken by the board
- Regulations in terms of the Allied Health Professions Act, 1982 (Published under Government Notice No. R. 127 of 12/2/2001)
- Basic Conditions of Employment Act No. 75 of 1997
- Electronic Communications and Transactions Act No. 25 of 2002
- 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
- Promotion of Access to Information Act No 2 of 2000

- 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

ANNEXURE 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))

A. PARTICULARS OF PUBLIC BODY

Public Body: THE ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

INFORMATION OFFICER

Name: Dr Louis Mullinder
Designation: Registrar
Postal Address: Private Bag X28
Lynnwood Ridge
0040

Physical Address: Castelli Suite,
Il Villaggio, 5 De Havilland Crescent South,
Persequor Technopark,
Pretoria

Phone Number: 012 349 2331
Fax Number: 012 349 2327
E-mail: registrar@ahpcsa.co.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD(S)

Full Names and Surname:	
Identity Number:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-Mail Address:	
Capacity:	

* An address and/or fax number given, to which the information is to be sent, must be on in the Republic of South Africa.

Kindly indicate the capacity in which the request is made when made on behalf of another person and attach proof of the capacity.

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY is a request is made on behalf of another person.

Full Names and Surname:	
Identity Number:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

D. PARTICULARS OF RECORD(S)

- (a) Provide full particulars of the record(s) to which access is requested, including the reference number if it 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 additional folios.**

1. Description of record or relevant part of 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 for exemption from payment of fees:

F. FORMS OF ACCESS TO RECORD(S)

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, please state the disability and indicate in which form the record is required:

Disability:	Form in which record is required:

Please mark the appropriate box with an **X**

TAKE NOTE:

- (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 circumstance. 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	<input type="checkbox"/>	Inspection of Record	<input type="checkbox"/>
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2. If a record consists of visual images-
(Includes photography, slides, video recordings, computer-generated images, sketches etc.):

View images		Copy of Images		Inspection of Record	
-------------	--	----------------	--	----------------------	--

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		Copy in computer readable form (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? **Postage is payable.**

YES		NO	
-----	--	----	--

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 do you prefer the record? _____

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or denied. 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.

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/PERSON ON WHOSE
BEHALF REQUEST IS MADE:** _____

FOR OFFICE USE ONLY

Reference Number:
Request received by:
Date:
Request Fee (if any): R_____

Deposit (if any): R_____

Access Fee: R_____

SIGNATURE OF INFORMATION OFFICER/
DEPUTY INFORMATION OFFICER

**ANNEXURE B
NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 200)

Reference Number: _____

A. PARTICULARS OF PUBLIC BODY

INFORMATION OFFICER

Name: Dr Louis Mullinder

Designation: Registrar

Postal Address: Private Bag X28
Lynnwood Ridge
0040

Physical Address: Castelli Suite,
Il Villaggio, 5 De Havilland Crescent South,
Persequor Technopark,
Pretoria

Phone Number: 012 349 2331

Fax Number: 012 349 2327

E-mail: registrar@ahpcs.co.za

B. PARTICULARS OF REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APPEAL

Full Names and Surname:	
Identity Number:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

*** An address and/or fax number given, to which the information is to be sent, must be in the Republic of South Africa.**
Kindly indicate the capacity in which the request is made when made on behalf of another person and attach proof of the capacity.
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.

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal:

Full Names and Surname:	
Identity Number:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

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.

	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 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 as 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. Kindly ensure that all pages are signed and indicate on this form that such pages exist.

1. State the grounds upon which the internal appeal is based:

2. 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 thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

1. State the manner:

--

2. Particulars of manner:

Signed at _____ on this _____ day of _____ 20__

SIGNATURE OF APPELLANT

<p>FOR OFFICE USE ONLY</p> <p>OFFICIAL RECORD OF INTERNAL APPEAL</p> <p>Appeal received on: _____ (date)</p> <p>by _____ (State rank, name and surname of Information Officer / Deputy Information Officer)</p> <p>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 records relate, submitted by the Information Officer/Deputy Information Officer on _____ (date) to the relevant authority.</p> <p>OUTCOME OF APPEAL</p> <p>Decision of Information Officer / Deputy Information Officer:</p> <table border="1"><tr><td>Confirmed</td><td> </td><td>New Decision</td><td> </td></tr></table>	Confirmed		New Decision	
Confirmed		New Decision		

NEW DECISION

Date: _____ Relevant Authority: _____ Received by the Information Officer / Deputy Information Officer from the Relevant Authority on (date): _____