### DOCUMENT CONTROL PAGE

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<th>Document Title:</th>
<th>Manual in terms of the Promotion of Access to Information Act, 2000 (No 2 of 2000)</th>
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<td>June 2017</td>
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<tr>
<td>1</td>
<td>June 2017</td>
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<td>Adv. Mapotse</td>
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</table>

### FOR OFFICIAL PURPOSE:

**APPROVED BY BOARD ON**

**BOARD RESOLUTION NUMBER:** 2825/06/2017

**SIGNED BY:**

[Signature]

**05/07/17**

**CHAIRPERSON:** MUNICIPAL DEMARCATION BOARD

**DATE**
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DEFINITIONS AND INTERPRETATION

a. "Access Fee" shall mean a fee prescribed for the purposes of section 22 (6) or 54 (6), as the case may be.

b. "Application" shall mean an application to a court in terms of section 78.

c. Board refers to the nine members of the Board, within the MDB, as appointed by the President of SA in terms of section 6 of the Municipal Demarcation Act.

d. "Chairperson" shall mean the Chairperson of the Board.


g. "District Management Area" shall mean a part of a district municipality which in terms of section 6 has no local municipality and is governed by that district municipality alone.

h. "Human Rights Commission" shall mean the South African Human Rights Commission referred to in section 181 (1) (b) of the Constitution.

i. "IEC" shall mean Independent Electoral Commission.

j. "Information Officer" shall mean the Chief Executive Officer or the person who is acting as such.

k. "MDB" shall mean the Municipal Demarcation Board established in terms of section 2 of the Municipal Demarcation Act.


n. "Person/and or Third Party" shall mean a natural person or a juristic person.

o. "Personal Information" shall mean information about an identifiable individual.
p. "Personal Requester" shall mean a requester seeking access to a record containing personal information about the requester.

q. "Promotion of Access to Information Act, No 2 of 2000" hereafter referred to "PAIA" gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

r. "Public Body" shall mean-
   (a) any department of State or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
   (b) any other functionary or institution when-
      i. exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
      ii. exercising a public power or performing a public function in terms of any legislation.
1. INTRODUCTION

Section 32 of the Constitution stipulates that everyone has the right of access to any information held by the State or any other person provided the information is required for the exercise or protection of any rights. Section 9 of the PAIA, recognises that such right of access to information is subject to certain justifiable limitations including, but not restricted to:

- The reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance.

Section 14 of PAIA obliges public bodies to compile a manual, which would assist a person to obtain access to information held by the public body, PAIA also stipulates the minimum requirements with which such a manual has to comply.

The purpose of this manual is to give effect to the provisions of section 14 of PAIA by informing the applicant on how to access the records held by the MDB. The manual provides an overview of records held by MDB and the processes that needs to be adopted to access such records. All requests for access to information (other than information freely available to the public) should be directed to the information officer as provided for in section 3.3 of this manual.

2. HUMAN RIGHTS COMMISSION GUIDE ON HOW TO USE THE ACT

Section 10 of PAIA imposes a duty on the Human Rights Commission to compile in each official language a guide, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in PAIA.
Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission:
Telephone No.: +27 11 877 3600
Fax No.: +27 11 403 0668
E-mail Address: pala@sahrc.org.za
Website: www.sahrc.org.za
Postal Address: PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041
Street Address: 33 Hoofd Street
Braampark, Forum 3
BRAAMFONTEIN
2198

3. FUNCTIONS AND STRUCTURE OF THE MUNICIPAL DEMARCATION BOARD (MDB)

3.1 Overview of the MDB

The MDB’s mandate derives from:

- Section 155 (3) of the Constitution states that national legislation must establish criteria and procedures for the determination of municipal boundaries by an independent authority.
- Section 2 of the MDA establishes the MDB.
- Section 3 provides that the Board is a juristic person, is independent and must be impartial and must perform its function without fear, favour or prejudice.
- Section 4 provides that the Board must determine municipal boundaries in accordance with MDA and other appropriate legislation enacted in terms of chapter 7 of the Constitution, and must render an advisory service in respect of matters provided for in the MDA and other appropriate legislation.

- In terms of (item 2) Schedule 1 of the MSA, the MDB after consultation with the IEC for purposes of an election must delimit all municipalities that must have wards into wards.
- Section 85 provides that the Board must consider the capacity of District and Local municipalities to perform their function and to exercise their powers, and provide advice to MEC's responsible for Local Government.
- Section 6 empowers the Board to declare District Management Areas.

Cabinet Resolutions
- In 1998 Cabinet resolved that departmental service delivery boundaries must be aligned to constitutional boundaries (National, Provincial and Local) and should be finalised by departments in consultation with the MDB.

Vision

To be the leading demarcation authority.
**Mission**

The MDB is South Africa’s municipal demarcation authority, whose mission is to deepen democracy and to facilitate the socio-economic transformation of the country for the benefit of its citizens by:

- Enabling and facilitating a system of developmental local government, through the determination of municipal ward boundaries that enhances the quality of life of communities, overall;
- Providing advisory services, in municipal boundaries matters, to state entities and other stakeholders; and
- Being a spatial knowledge hub on all municipal and ward boundary matters.

**Values**

- Independence
- Good governance
- Inclusivity
- Quality

**Key Stakeholders**

The MDB’s key stakeholders are:

- The people of South Africa;
- National Sphere of Government;
- Provincial Sphere of Government;
- Local Sphere of Government;
- Organised Local Government;
- Houses of Traditional Leaders;
- National Assembly;
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- National Council of Provinces;
- Magistrates;
- Board Employees; and
- The Independent Electoral Commission.

3.2 Organisational structure of the MDB

The Municipal Demarcation Board is headed by the Chairperson who is supported by part-time Board Members and the Administration headed by the Accounting Officer/CEO.

The MDB is further divided into three (3) Divisions, namely:

- Operations and Research;
- Corporates Services; and
- Finance and Procurement.

The MDB operates through six (6) core committees, as follows:

- Governance, Social and Ethics Committee – Oversees the strategic and operational activities of the MDB as implemented by management on a day to day basis. Review the Board’s Corporate Governance Guidelines and related documents annually. To consider and recommend to the Board policies relating to matters of transversal nature. To monitor the work programme of the MDB. Considers and recommends MDB’s budget for approval to the full Board.

- Human Capital Committee – Focuses on matters of organisational design and the entire human resources value chain. And also provide for the management, leadership and administration of the department.

- Audit and Risk Committee – This committee is established to review issues such as: - the financial reporting process; the system of internal
controls; management of financial and business risks; the internal and external audit process.

- **Boundaries, Powers and Functions Committee** – The committee deals with an overall work programme in the following areas: boundary categorisation; re-determinations; technical alignment of boundaries; alignment of service delivery and municipal boundaries; study into district management areas (DMA's) national parks and world heritage sites, and around powers and functions.

- **Knowledge Management and ICT Committee** – Provides and maintains a sustainable and secure ICT services that support overall governance of the MDB.

- **Public Participation and Stakeholder Engagement Committee** – Provides specialised support services to the MDB in the areas of research and policy formulation, monitoring and evaluation.
3.3 Contact Details of the MDB

3.3.1 Information Officer

<table>
<thead>
<tr>
<th>CHIEF EXECUTIVE OFFICER</th>
<th>PHONE</th>
<th>FAX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Muthothe Sigidi</td>
<td>012 342 2481</td>
<td>086 647 0642</td>
<td><a href="mailto:muthothe@demarcation.org.za">muthothe@demarcation.org.za</a></td>
</tr>
</tbody>
</table>

3.3.2 Deputy Information Officer

<table>
<thead>
<tr>
<th>EM:CORPORATE SERVICES</th>
<th>PHONE</th>
<th>FAX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adv.Thobela Mekuto</td>
<td>012 342 2481</td>
<td>086 647 0642</td>
<td><a href="mailto:thobela@demarcation.org.za">thobela@demarcation.org.za</a></td>
</tr>
</tbody>
</table>

3.3.3 Address

<table>
<thead>
<tr>
<th>POSTAL ADDRESS</th>
<th>PHYSICAL ADDRESS</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Information Officer Municipal Demarcation Board Private Bag X 123 CENTURION 0046</td>
<td>The Information Officer Municipal Demarcation Board 349 Witch-Hazel Street Eco Origins Block C1 Highveld CENTURION 0157</td>
<td><a href="http://www.demarcation.org.za">www.demarcation.org.za</a></td>
</tr>
</tbody>
</table>

4. CATEGORIES OF RECORDS HELD BY MDB

- Information regarding committees of the MDB.
- Objectives for each year since commencement of the MDB.
- Powers and Functions of municipalities.
- Post elections demarcation activities.
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- Cross boundary municipalities.
- Alignment of municipal and service delivery boundaries.
- Improvements made to GIS, website and database.
- Donor Funding Projects.
- Information regarding legislation and litigation.
- Reports of the Audit Committee.
- Internal Policies and Procedures.
- Personnel records.
- Procurement records.
- Financial records.
- Agendas and minutes of internal minutes.

5. RECORDS AUTOMATICALLY AVAILABLE FROM THE MDB

These records are available without a person having to request access in terms of PAIA and relates to all information available on the MDB's website as follows: www.demarcation.org.za.

6. REQUEST PROCEDURE

6.1 Process
In order to process requests for information through PAIA, the following processes have been implemented at MDB:

Step 1: Application Process
To request information, the requester has to complete the request form (Refer to Annexure A) and submit it to:
As required by PAIA an amount of R35.00 must accompany the request for information if it is not from a Personal Requester. This is payable by cash (if delivered by hand) or deposited into the MDB’s bank account (proof of the deposit must accompany the request form):

Bank: ABSA

Account Name: Municipal Demarcation Board

Account No: 4048673079

Branch Code: 334945

Account Type: Cheque

Reference: PAIA Request: -----------

Step 2: Validation and acknowledgement
The Information Officer of the MDB receives and validates the request to see whether the required information is available within the MDB. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement is then forwarded to the requester to confirm the status of the request.
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Step 3: Information processing
If the request is accepted the MDB will gather and prepare the information and calculate the relevant cost involved. (Refer to clause 7.1)

Step 4: Final notification
The requester will be informed of the completion of the request as well as the outstanding fees payable to the MDB.

Step 5: Payment and Delivery
Once the payment as stipulated in step 4 is received, the information is released to the requester.

General Information
A person wishing to obtain access to a record held by the MDB must complete the prescribed request form, the regulations and section 18 of the PAIA require the requester to furnish the following information:

- Particulars of the person requesting access to the records.
- Particulars of the person on whose behalf the request is made.
- Particulars of the record(s) to which access is requested.
- Which form of access is required, e.g. written or printed form, electronic or computer readable form, etc.
- The postal address, fax number or email address of the requester.
- An indication as to how the requester wishes to be notified of the decision regarding the request for access to the record(s) concerned.

Any information received will be dealt with within 30 days from receipt, unless the requester has stated special reasons, which would satisfy the Information Officer, that circumstances dictate that the above time periods not be complied with. The 30 day period within which the MDB has to decide whether or not to grant or refuse the request, may be extended for a further period of not more
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than 30 days if the request is for large number of information or records, and the information cannot reasonably be obtained within the original 30 day period. The MDB will notify the requester in writing should an extension be sought. If the request is made on behalf of another person, 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. The Information Officer of the MDB will then reduce that oral request to writing in the prescribed form, and provide a copy thereof to the requester.

7. FEES

PAIA provides for two types of fees, namely:

- A request fee, which will be a standard fee payable only by requesters, and not personal requesters. See 7.1 below.

- An access fee, which is calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs. See 7.1 below.

Once the Information Officer receives a request, he/she will, by notice:

- Require the requester to pay the prescribed fee before further processing the request; and

- If the search for the record has been made and the preparation of the record for disclosure, including arrangements 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 relevant 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 reasonable required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangement to make it available in the requested form.

If a deposit has been paid in request of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

7.1 Fees in respect of Public Bodies

For the purposes of section 22(2) of PAIA, the following applies:

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<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act.</td>
<td>R 35.00</td>
</tr>
<tr>
<td>For every copy of an A4 page or part thereof.</td>
<td>R0.60</td>
</tr>
<tr>
<td>For every printed copy of an A4 page or part thereof held on a computer or on electronic device or machine.</td>
<td>R0.40</td>
</tr>
<tr>
<td>For a copy in a computer readable form on</td>
<td></td>
</tr>
<tr>
<td>a. Stiffy drive; and/or;</td>
<td>R5.00</td>
</tr>
<tr>
<td>b. Compact disc (readable form).</td>
<td>R40.00</td>
</tr>
<tr>
<td>For transcription of visual images</td>
<td></td>
</tr>
<tr>
<td>a. For an A4 page or part thereof; and/or</td>
<td>R22.00</td>
</tr>
<tr>
<td>b. For a copy of visual images.</td>
<td>R60.00</td>
</tr>
<tr>
<td>For transcription of an audio record</td>
<td></td>
</tr>
<tr>
<td>a. For an A4 page or part thereof; and/or</td>
<td>R12.00</td>
</tr>
<tr>
<td>b. For a copy of the audio record.</td>
<td>R17.00</td>
</tr>
</tbody>
</table>
8. GRANTING / REFUSAL OF REQUESTS

8.1 Refusal of Request

The main grounds on which the MDB can refuse a request for information relate to:

- The mandatory protection of the privacy of a third party who is a natural person, if the request entails the unreasonable disclosure of personal information regarding that third party.

However, a record may not be refused if it consists of information:

- About a third party who has consented in writing to the disclosure of the information; and

- That is already publicly available.

- Mandatory protection of the commercial information of a third party, if the record contains: - trade secrets of that third party, financial, commercial, scientific or commercial interests of that third party.

However, a record may not be refused if it consists of information:

- Already publicly available; and

- About a third party who has consented in writing to its disclosure to the requester concerned.

- Information disclosed in confidence by a third party to the MDB, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
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- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property, mandatory protection of records which would be regarded as privileged in legal proceedings;
- The commercial activities of the MDB, which may include trade secrets of the MDB’s financial, commercial, scientific or technical information, disclosure of which is likely to cause harm to the financial or commercial interests of the MDB and information which, if disclosed could put the MDB at a disadvantage in negotiations or commercial competition, however, a record may be refused if the record consists of information that is already publicly available;
- A computer programme which is owned by the MDB, and which is protected by copyright;
- The research information of the MDB or a third party, if it entails the disclosure of the identity of the MDB, the researcher or the subject matter of the research and as a result place the research at a serious disadvantage; and
- Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

8.2 Appeal

A requester who is not satisfied with any decision taken by the Information Officer, may lodge an internal appeal to the Board against a decision of the Information Officer:
- To refuse a request for access;
- Regarding the request fee, a deposit on the access fee, or the access fee;
- Regarding the extension for the period to deal with the request; and
Regarding access being granted in a different form than requested.

8.3 Manner of Appeal

- An appeal must be logged in the prescribed forms (forms attached) within 60 days, if notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against, or if the notice to the appellant is not required, after the decision was taken the notice of appeal must be delivered or sent to the Information Officer of the MDB at his/her address, fax number or electronic mail address;
- It must identify the subject of the appeal and state the reasons for the appeal and may include any relevant information known to the appellant;
- If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- Where applicable, the appeal must be accompanied by the prescribed appeal fee, and must specify a postal address or fax number, if an appeal is lodged after the expiry of the period referred to, the Chairperson of the Board, must upon good cause shown, allow the late lodging of the appeal. If the Chairperson disallows the late lodging of the appeal, he or she must give notice of that decision to the person who lodged the appeal;
- A requester lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any). If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid; and
- As soon a reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of the MDB must submit the appeal to the Chairperson together with his or her reasons for the decision concerned, and if the appeal is against the refusal or
granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.
9. **ANNEXURE: FORM A**

**REQUEST FOR ACCESS TO RECORDS OF PUBLIC BODY**

Section 18 (1) of the Promotion of Access to Information Act, (Act No 2 of 2000)

*(Regulation 6)*

<table>
<thead>
<tr>
<th><strong>FOR MDB USE</strong></th>
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</thead>
<tbody>
<tr>
<td>Reference number: ..................................................</td>
</tr>
<tr>
<td>Request received by: .................................................. (state rank, name and surname of information officer/deputy information officer) on ................................. (date) at .................................................. (place).</td>
</tr>
<tr>
<td>Request fee (if any): ..................................................</td>
</tr>
<tr>
<td>Deposit (if any): .....................................................</td>
</tr>
<tr>
<td>Access fee: .............................................................</td>
</tr>
</tbody>
</table>

**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) Furnish an address and/or fax number in the Republic to which 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 surname: __________________________________________________________

Identity number: ________________________________________________________________

Postal address: ________________________________________________________________

Telephone number: ______________________ Fax number: ____________________________

Email 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.

(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of the record 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 therefore.
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Reason 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 hereunder, state your disability and indicate in which form the record is required.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Form in which record is required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mark the appropriate box with an "X".

NOTES:

(a) Your indication as to the required form of access depends 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 record 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* | copy in computer readable form* (stiffy or 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?

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

Please provide reasons for the purpose and use of the information requested:

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at __________________________ this day __________ of __________

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE:
ANNEXURE: FORM B

NOTICE OF INTERNAL APPEAL

Section 75 of the Promotion of Access to Information Act, (Act 2 of 2000)
(REGULATION 8)

A. **Particulars of public body**

The Information Officer/Deputy Information Officer:

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>The particulars of the person who lodge the internal appeal must be given below.</td>
</tr>
<tr>
<td>(b)</td>
<td>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</td>
</tr>
<tr>
<td>(c)</td>
<td>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.</td>
</tr>
</tbody>
</table>

Full names and surname:  

Identity number:  

Telephone number:  Fax number:  

Email address:  

Capacity in which an internal appeal on behalf of another person is lodged:
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PROMOTION OF ACCESS TO INFORMATION MANUAL
Applicable to all Board and Staff Members of the Municipal Demarcation Board

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:

| Refusal of request for access                     |
| Decision regarding fees prescribed in terms of section 22 of PAIA |
| Decision in terms of section 29(3) of PAIA 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:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
MUNICIPAL DEMARCATION BOARD
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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 on this ________________ day of _____________________________

________________________________________
SIGNATURE OF APPELLANT
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/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the records, submitted by the information officer/deputy information officer on ........................................ (date) to the Chairperson of the Board.

OUTCOME OF APPEAL:
Decision of the information officer/deputy information officer
CONFIRMED/NEW DECISION SUBSTITUTED
NEW DECISION: ..........................

DATE (CHAIRPERSON): ..........................

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE CHAIRPERSON ON (date) ..........................