

SOUTH AFRICAN TABLE GRAPE INDUSTRY (SATI)

MANNER OF INFORMATION ACCESS:

Chapter 3 (Section 18) of Promotion of Access to Information Act, 2000

A. Particulars of person requesting access to information

Full name and surname:
Postal Address:
Tell No:
Email:

B. Particulars of information required

Type:
Purpose:
Description:
Format:

C. Fees

*The fee payable for access to information is determined by level of detail in which information is required and the estimated time required to search for and prepare information in required format
Depending on information stated under section (B), you will be notified of the amount required to be paid as the request fee. Information requested will be processed only after a request fee has been paid.*

D. Decision on representation for access or refusal and notice thereof

The information officer, as soon as reasonably possible, after careful evaluation will decide to grant or refuse a request for information.
The request will be refused if (i) all reasonable steps have been taken to find information requested and it cannot be found(ii) its disclosure would involve the unreasonable disclosure of personal information, trade secrets and/or be of a commercially sensitive nature.

E. Notice of decision regarding request for access

You will be notified via email 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.
Preferred manner: Email:..... Tel/Fax:.....

Signed at: **Print Name**this.....day of.....20.....

F. FOR OFFICE USE

Request received by.....on.....
Evaluated by.....on.....
Decision..... Note.....
Request fee (if any) R.....