

# PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No.2 of 2000)



## Did you know?

### Procedure to request information from the Department of Basic Education

The Requester must:

- Complete the prescribed form (obtainable on the website: [www.education.gov.za](http://www.education.gov.za)) and forward it to the Information Officer or Deputy Information Officer;
- Provide the Information Officer or Deputy Information Officer with sufficient particulars of the document(s) requested;
- Specify in which language the response must be provided;
- Specify in which manner the decision must be communicated, e.g. email, fax, etc.; and
- If the request is made on behalf of a person, submit proof of the capacity in which the requested is making the request.



### The Information Officer or Deputy Information Officer has 30 days to respond to a requester

#### When does the person lodge an appeal?

#### When the decision is not granted and the requester is not satisfied, the requested may:

- Lodge an appeal in the prescribed form within 60 days after the decision is taken;
- Deliver an appeal application or send it to the Information Officer or Deputy Information Officer at his/her address, fax number or electronic mail address; and
- State the reason for the internal appeal;
- The relevant authority (MEC) has 30 days to consider an internal appeal.



### The contact details of the Information Officer and the Deputy Information Officer designated in terms of section 17 of the Act are as follows:

#### Information Officer

Mr HM Mveli  
Department of Basic Education  
Private Bag X895  
Pretoria  
0001  
Tel No. 012 357 4504  
Email: [mveli.m@dbe.gov.za](mailto:mveli.m@dbe.gov.za)

#### Deputy Information Officer

Adv N. Mashigo  
Department of Basic Education  
Private Bag X895  
Pretoria  
0001  
Tel No. 012 357 3769  
Email: [Mashigo.nt@dbe.gov.za](mailto:Mashigo.nt@dbe.gov.za)



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

