

**FORM A
REQUEST FOR REASONS**

PART A: DETAILS OF REQUESTER

- 1. If an individual-
 - Full name
 - Date of birth.....
 - Identity of Passport Number.....

- 2. If a company, closed corporation, partnership etc-
 - Name and description.....
 - Registration details, if any.....
 - Persons authorised to act on its behalf.....

- 3. Contact details-
 - Telephone number.....
 - Email address.....
 - Details of legal representative (if represented).....
 - Postal address.....
 - Manner of delivery.....

- 4. Explain why you are materially and adversely affected by the administrative action.....
.....

- 5. When and how did you become aware of the administrative action?
.....

PART B: NAME AND DETAILS OF ADMINISTRATOR

- 1. Details of administrator who took the action (if known):
 - Full name.....
 - Official designation.....
 - Work address.....
 - Contact details including facsimile, telephone number and email address.....
.....

2. Details of department or institution responsible for the action:

- Name of department or institution
- Address.....
- Contact details including facsimile, telephone number and email address.....
.....
- Head of the office.....

PART C: DETAILS OF THE ADMINISTRATIVE ACTION

1. Have you been informed of the administrative action? If “yes” provide:

- The date of the administrative action.....
- Any file or reference number used by the administrator.....
- Any other details that will assist in identifying the administrative action.....
.....
- In terms of which law was the administrative action taken (if known)?.....
.....

2. If you have not been informed of the administrative action, then provide:

- A description of the administrative action.....
.....
- Any details that will assist in identifying the administrative action.....
.....
- Any file or reference number used in any documentation concerning the administrative action.....
.....

3. Have you been provided with reasons for the administrative action referred to in this section? Yes/No

PART D: REQUEST TO REDUCE OR EXTEND TIME PERIODS

1. Do you want to extend the time period of 90 days to make a request for reasons? Yes/No

If yes, give the reasons for the extension.....
.....

2. Do you want to reduce the time period of 90 days for the administrator to submit written reasons? Yes/No

If yes, give the reasons for reducing the period.....
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FORM C

REQUEST FOR DISCLOSURE OF DOCUMENTS

PART A: DETAILS OF REQUESTER

1. If a natural person-
 - Full name
 - Date of birth
 - Identity or Passport number.....
2. If a company, closed corporation, partnership etc-
 - Name and description.....
.....
Registration details (if any).....
Persons authorised to act on its behalf.....
.....
3. Are you applying in your individual capacity? Yes/No
If yes, did the administrative action materially and adversely affect your rights?.....
If yes, give details of the rights affected and how they have been materially and adversely affected
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.....
.....
4. Are you applying in another capacity? Yes/No
If so, in what capacity?
5. Contact details:
 - Telephone number and email address
 - Details of legal representative (if represented).....
 - Postal address.....
 - Manner in which the reasons should be delivered.....
6. Have reasons been furnished under section 5 of the Act or Rule 3? Yes/No
If yes, when and how were reasons furnished to you.....
.....
.....

PART B: NAME AND DETAILS OF ADMINISTRATOR

1. Details of person administrator who took the decision (if known):
 - Full name
 - Official designation
 - Work address
 - Contact details including facsimile, telephone number and email address.....
.....

2. Details of department or institution responsible for action:
 - Name of department or institution.....
 - Address.....
 - Contact details including facsimile, telephone number and email address.....
.....
 - Head of the office

PART C: DETAILS OF THE ADMINISTRATIVE ACTION

1. Have you been informed of the administrative action? If “yes” provide the:
 - Date of the administrative action
 - Any file or reference number used by the administrator.....
 - Any other details that will assist in identifying the administrative action.....
.....
 - In terms of which law was the administrative action taken (if known)?.....
.....

2. If you have not been informed of the administrative action, then provide:
 - Description of the administrative action.....
.....
 - Any details that will assist in identifying the administrative action.....
.....
.....
 - Any file or reference number used in any documentation concerning the administrative action
.....

PART D: REQUEST FOR DOCUMENTS

1. Do you intend to institute an application for judicial review? Yes/No
2. Explain why you would have standing in a judicial application.....
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.....
.....
3. Have you exhausted any internal remedy in respect of the administrative action to be reviewed? Yes/No
If not, why has the internal remedy not been exhausted?
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.....
.....
4. What are the grounds of the intended application for judicial review?.....
.....
.....
.....

PART E: REQUEST TO REDUCE OR EXTEND TIME PERIODS

1. Do you want to extend the period of 180 days in section 7 (1) to institute proceedings for judicial review?
Yes/No
If yes, set out reasons.....
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PART F: REQUEST TO AGREE TO AN ADDRESS AND MANNER OF DELIVERY OF DOCUMENTS IN ANY COURT APPLICATION MADE IN TERMS OF THESE RULES

1. Do you want the administrator to agree to an address for an mode of delivery of all documents in any court application made in terms of these rules? Yes/No

If any party to an application for judicial review under these Rules has consented to service or delivery of documents by fax or e.mail and any dispute arises as to the proper or timeous service or delivery of any document, the onus of proof is on the delivering party.

PART G: REQUEST FOR MEDIATION

1. Do you request the administrator to consent to mediation regarding your intended judicial review of the administrative action? Yes/No