

Note: This document is to be used as a guide only and may be changed or amended according to the applicant's needs

Address of Mun./Dept.

Date _____

Request for Reasons

(Sec. 33 Constitution, sec. 5 Promotion of the Administrative Justice Act 3, 2000 (PAJA))

Reference No. _____

Your decision: _____

I have applied for _____

I herewith request written reasons for the administrative action mentioned above (sec 5 (1) of the PAJA). I am of the opinion that the decision adversely affects my Constitutional Rights.

Kindly be informed that according to the Constitution and sec 5 (2) of the PAJA I am entitled to be given adequate reasons.

It is also stipulated in sec. 5 (3), that the decision you have made must be regarded as a decision with no good reasons if you fail to provide your decision with adequate written reasons. This is a reason for appeal or judicial review.

With kind regards

Applicant's Name

Applicant's Signature

Postal Address _____

Electronic Mail Address _____

Telephone _____

Fax Number _____