

[Reference No.:]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:	
2.	Date:	
3.	Public Institution:	

4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐	Organization/Institution ☐	
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	☐ National ID Card	☐ Passport	☐ Voter's ID
		☐ Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

Notice of Decision

14.	FOR OFFICE USE: Received By: _____ (Information Officer)	 Date Submitted: _____
15.	DECISION:	
15 (a).	☐ Access Granted ☐ Partial Access Granted Reason for Partial Access: Cost of Form / Manner of Access: Hard Copy: Electronic Copy: Braille: Transcript: Translation: Total: Note: Access to Information will be granted upon full payment of the costs indicated above.	
15 (b).	☐ Application Transferred Date of Transfer: _____ Institution: _____	

15 (c).	☐ Deferred Access Reason for Deferment ☐ Information will be published within 90 days ☐ Information is yet to be submitted Duration of Deferment: _____
15 (d).	☐ Access Denied Reasons for Denial: ☐ Information for the President or the Vice- President (s.5, Act 989) ☐ Information Relating to Cabinet (s.6, Act 989) ☐ Information Relating to Law Enforcement & Public Safety (s.7, Act 989) ☐ Information Affecting International Relations (s.8, Act 989) ☐ Information that Affects the Security of the State (s.9, Act 989) ☐ Economic and Any Other Interests (s.10, Act 989) ☐ Economic Information of Third Parties (s.11, Act 989) ☐ Information Relating to Tax (s.12, Act 989) ☐ Internal Working Information of Public Institution (s.13, Act 989) ☐ Parliamentary Privilege, Fair Trial, Contempt of Court (s.14, Act 989) ☐ Privileged Information (s.15, Act 989) ☐ Disclosure of Personal Matters (s.16, Act 989) ☐ Non – existent Information (s.24, Act 989)
16.	Signed: Date of Notice: Name: _____ Information Officer [OFFICIAL STAMP]



Acknowledgement

This is to acknowledge that your request for information was received:

Date: _____

Time: _____

Institution of receipt: _____

Name of recipient: _____

[Official Stamp]

Designation: _____

To receive notice of the decision on your request kindly visit:

Place: _____

Date: _____

Time: _____