

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



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

4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/> Organization/Institution <input type="checkbox"/>		
6.	TIN Number:			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification: <input type="checkbox"/> National ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Voter's ID <input type="checkbox"/> Driver's License			
8 (a).	ID. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates):			

10.	Manner of Access: <input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language)	
10 (a).	Form of Access: <input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> 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:

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



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: _____