

Information Request form:

Registration Number:

Is this request for personal information? : Yes  No   
Are you requesting this information on behalf of someone? : Yes  No   
\*If yes attached certificate of approval/affidavit

Name:  
NIN:  
Address: Phone number:  
Email:

Description / Details of request:  
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Is this the first request for this information? : Yes  No   
Does this request relate to any other request issued?: : Yes  No   
What is your preferred mode of contact for enquiry about request or for notification of information readiness?  
Email :  Post:  phone:

Official use:  
Format of information: Hard copy  Digital   
Information officer's notes:  
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**Information Transfer form:**

To Information officer: From Information Officer:
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Registration Number of Request:
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Date and Time information request was lodged:
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Reasons for Transfer: ..... ..... ..... ..... ..... ..... ..... ..... .....
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Internal Notes: ..... ..... ..... ..... ..... ..... .....
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\*The transferred request should keep its registration number and be tallied as a normal request by the MDA providing the information.

**Information Review form:**

Registration Number of Denied Request:

Name:  
NIN:  
Address: Phone number:  
Email:

Reasons for Requesting review of decision:

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Internal Notes:

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Decisions:

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\*The request form should be attached to the review form when it is forwarded to the Head of Information holder.

**RESPONSE TO DENIAL OF A REQUEST**

DATE

ADDRESS OF REQUESTER

Dear Sir/ Madam

**REQUEST DENIED**

After thorough review of your request you are hereby informed that it has been denied based on the following reasons.

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If you find that the reasons provided are unsatisfactory you can appeal your case to the Head of the organisation.

Thank you for your understanding.

Yours sincerely,

**STANDARD TEMPLATE OF RESPONSE LETTER ACKNOWLEDGING RECEIPT OF REQUEST**

DATE

ADDRESS OF REQUESTER

Dear Sir/ Madam

**Acknowledgement of Receipt of Information Request**

Your request has been recorded and the registration number is as follows.....

Please make use of the registration number in any further communication with us based on your request.

Yours sincerely,

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**INFORMATION OFFICER INFORMING REQUESTER OF AN EXTENSION**

DATE

ADDRESS OF REQUESTER

Dear Sir/ Madam

**Request for an extension**

The request you have made has been found to be a bit more complex due to the accessibility of the information in our own registry. I hereby inform you that I will need an extension of 14 more days to ensure that I convey the right information to you.

I hope that you understand and I apologies for any inconvenience this delay may cause.

Thank you for your attention.

Yours sincerely,

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**RESPONSE TO REVIEW**

DATE

ADDRESS OF REQUESTER

Dear Sir/ Madam

**Review Decision**

Kindly find herewith the review decision for your application holding registration number .....

After reviewing your case your request is herewith.....

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Thank you for your attention.

Yours sincerely,

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**STANDARD TEMPLATE OF LETTER INFORMING THE REQUESTER OF THE TRANSFER OF REQUEST**

DATE

ADDRESS OF REQUESTER

Dear Sir/ Madam

**Transfer of Information Request**

Your request has been recorded with registration number ..... and transferred to ..... who holds the information you are requesting.

Please make use of the registration number in any further communication with the mentioned Ministry/Department/ Agency based on your request.

Yours sincerely,

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