



GOVERNMENT OF ZAMBIA

The Access to Information Act, 2023 (Act No. 24 of 2023)

The Access to Information (General) Regulations, 2025

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STATUTORY INSTRUMENT No. 56 of 2025

The Access to Information Act, 2023
(Act No. 24 of 2023)

The Access to Information (General) Regulations, 2025

IN EXERCISE of the powers contained in section 40 of the Access to Information Act, 2023, the following Regulations are made:

1. These Regulations may be cited as the Access to Information (General) Regulations, 2025. Short title
2. In these Regulations, unless the context otherwise requires—
“electronic” has the meaning assigned to the word in the Electronic Communications and Transactions Act; Act No. 4 of 2021
“information holder” has the meaning assigned to the words in the Act; and
“requester” has the meaning assigned to the word in the Act
3. (1) A requester shall make a request for information to an information holder in Form I set out in the First Schedule.
(2) The Form referred to under subregulation (1) may be—
 - (a) accessed electronically or physically from an information holder; and
 - (b) submitted electronically or physically by a requester to an information holder.
(3) An information holder shall, where the request under subregulation (1) does not contain a sufficient description of the

*Copies of this Statutory Instrument can be obtained from the Government Printer,
P.O. Box 30136, 10101 Lusaka. Price K16.00 each.*

information requested, request a requester, in writing, to provide further information to enable an information officer to facilitate disclosure of the information.

(4) An information holder shall, where the requester is unable to provide further information in accordance with subregulation (3), render reasonable assistance to the requester to facilitate disclosure of the information.

(5) An information holder shall, where a requester makes a request orally in accordance with section 10 (3) of the Act, reduce the request, in writing, in Form I set out in the First Schedule .

(6) An information holder shall on receipt of a request under subregulation (1) or (5), acknowledge receipt of the request, in writing, within three working days from the date the request is received.

(7) A requester shall not pay a fee for a request under subregulation (1).

(8) Despite subregulation (7), a requester shall pay a fee set out in the Second Schedule for a request made under this section where the information is required by the requester in duplicate, translation or transcription form.

Unavailable information

4. (1) An information holder shall, where the information requested under regulation 3 cannot be found or does not exist and an information holder has taken reasonable steps to find that information, inform the requester in Form II set out in the First Schedule.

(2) An information holder may submit the Form referred to under subregulation (1) to the requester electronically, physically or by post.

Format of information

5. (1) An information holder shall, on a request for information made under regulation 3, provide information to the requester in accordance with section 18 of the Act.

(2) A requester may, on receipt of the information under subregulation (1), request the information holder to provide the information in another form on payment of a fee.

(3) The fee payable under subregulation (2) shall be determined by the information holder to facilitate the information in the form requested under subregulation (2).

6. The fees set out in the Second Schedule are payable for Fees the matters specified in that Schedule.

FIRST SCHEDULE*(Regulations 3 and 4)*Form I
(Regulation 3(1) and (5))**The Access to Information Act, 2023**
*(Act No. 24 of 2023)***The Access to Information (General) Regulations, 2025****Request to Access Information**

(*Please use a separate form for each document requested)
 (*This form should be filled in triplicate)

Serial No:
 Ref No:

1. Name of information holder.....

(*Please state the name of the institution from which you are requesting
 access to information)

2. Particulars of requester*

(*Please indicate)

- (a) Details of the person requesting to access information,
- (b) the address to which correspondence related to your request should be sent)

Full Name:.....

Identity Number (NRC No./Passport No./Driver's Licence No.):.....

Postal/Physical Address:.....

Mobile phone/Telephone No:.....

E-mail Address:.....

3. Description of information requested*

(*Kindly state all the information available to you which will assist in processing your request)

- (a) Name/Type of information/document (If known):
- (b) Identification details (If known) (e.g File no./Reference no. e.t.c):

4. Contents of information or document

.....
*(Give description of the information or document or relevant part of the information or
 document provide as much detail as possible)*

If you are prevented by a disability to read, view or listen to the record in the manner provided for in 1 to 4 below, state your disability and indicate in which form the record is required		
Disability:	Form in which information is required:	
.....	
NOTES:		
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.		
(b) The access in the form requested may be refused in certain circumstances. Where access in the form requested is refused, you shall be informed if access shall be granted in another form.		
(c) The fee payable for access to the record, if any, shall be determined partly by the form in which access is requested.		
1. If the record is in written or printed form: (Mark the appropriate box with an X)		
Copy of record*	<input type="checkbox"/> inspection of record	
2. If record consists of visual images (*this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
view the record	copy of the record* transcription of the record*	
3. If record consists of recorded words or information which can be reproduced in sound:		
Listen to the audio recording	Transcription of audio recording* (*written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:		
printed copy of record*	printed copy of information derived from the record*	Soft copy in computer readable form*
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be sent to you? Indicate yes/no in the box.		
NOTE If the record is not available in the language you prefer, access may be granted in the language in which the record is available		
5. Other..... (Please state any other details that may be relevant to the processing of the request)		
6. Notice of decision regarding request for access (You shall be notified within seven days in writing whether your request has been approved or denied).		
If you wish to be informed in any other manner, please specify the manner and provide the necessary particulars to enable compliance with your request.		
7. How would you prefer to be informed of the decision regarding your request for access to the record? (e.g. text message, email, Whatsapp, etc.)		
Date:...../..... 20.....		Name of requester:.....
Signature of requester:.....		
Date:..... 20.....		Name of Information Officer:.....
Signature of Information Officer:.....		Official Stamp

**The Access to Information Act, 2023**

(Act No. 24 of 2023)

The Access to Information (General) Regulations, 2025**Notice of Unavailable Information**

(*This form should be filled in triplicate)

Serial No:
Ref No:

To:.....

(*name and address of requester)

TAKE NOTICE that the information holder has taken reasonable steps to find the information you requested from.....on.....day of.....20.....

(*name of information holder)

KINDLY TAKE NOTE that the information:

- (a) cannot be found ; or
- (b) does not exist .

ADDITIONALLY, TAKE note that in the event that the information in question is subsequently found within reasonable time, the information holder shall process the request in accordance with section 16(2) of the Act.

Date:.....20.....

.....
Name of Information Officer.....
Signed by/for Head of Information Holder Official Stamp

SECOND SCHEDULE*(Regulations 3, 5 and 6)***The Access to Information (General) Regulations, 2025****PRESCRIBED FEES**

The following fees may apply for the processing of a request for information:

<i>No</i>	<i>Item</i>	<i>Fee unit</i>
1.	A photocopy of an A4-size page or part of an A4-size page (black and white)	3.75
2.	A printed copy of an A4-size page or part of an A4-size page held on a computer or in electronic or machine-readable form (black and white)	12.5
3.	A copy in a computer-readable form (to be shared electronically)	Nil
4.	A scan of an A4-size page or part of an A4-size page	Nil
5.	(i) A transcription of visual images, for an A4-size page or part of an A4-size page	75
	(ii) A copy of a visual image (A4-size page in black and white)	162.5
6.	(i) A transcription of an audio record, for an A4-size page or part of an A4-size page	75
	(ii) A copy of an audio record (for every 50 MB or below)	50

C. MWEETWA,
*Minister of Information
and Media*

Lusaka

20th August, 2025

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