



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)

Name/Type of information/document (If known):

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)

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If you are prevented by a disability to read, view or listen to the record in the number provided for in 1 to below, state your disability and indicate in which form the record is required

Disability:	Form in which information is required:
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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)	☐ Written form	☐ Printed form
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Copy of record*	Inspection of record
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2. If record consists of visual images (* this includes photographs ,slides, video recordings ,computer-generated images ,sketches etc) :	☐
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View of the record	Copy of the record*	Transcript on the record*
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3. If record consists of recorded words or information which can be reproduced in sound:	☐
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Listen to the audio recording	Transcription of audio recording* (*written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:	☐
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Printed copy of the record*	printed copy of information derived from the record*	Soft copy in computer readable form*
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*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.

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. How would you prefer to be informed of the decision regarding your request for access to then 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