



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