Form IA

Guideline 12.3

Serial No.: _____

REF No.: _____

Access to Information Act
(Act No. 24 of 2023)
Access to Information Guidelines, 2025

ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR ACCESS TO INFORMATION

(This Form should be filled in triplicate)

To: _____
(Name of requester)

I_____ , information officer at _____
(Name of information officer) *(Name of information holder)*

acknowledge the request to access information received on___/__ 20 _____, having reference number _____

Date:_____/_____ 20_____

_____
Name of information officer

_____
Signature of information officer

Official Stamp

**Original: to requester*
Duplicate: to information holder
Triplicate: to be retained for compliance audit