

Form IB

Guideline 12.8

Serial No.: _____

REF No.: _____



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

DEFERRAL OF ACCESS TO INFORMATION
(This Form should be filled in triplicate)

NOTICE OF DEFERRAL OF INFORMATION TO: _____
(Name of requester)

TAKE NOTICE that—

The information you requested for from _____ on _____ 20____
(Name of information holder)

Has been deferred as the request relates to information that:

- (a) will be published within thirty days after the receipt of the request for information; or
 - (b) is subject of judicial proceedings pending before a court or tribunal.
- (*Delete whichever is not applicable)

In reference to paragraph (a), the request for access to information has been deferred for a period of _____ days.
(Not exceeding thirty days)

You are required to, within fourteen days of being informed of the deferral, make representations to the information holder as to why the information is required before its publication or before the period of thirty days.

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