

Form IC
Guideline 12.9

Serial No.: _____

REF No.: _____



Access to Information Act

(Act No. 24 of 2023)

Access to Information Guidelines, 2025

NOTICE OF EXTENSION OF PERIOD TO ACCESS INFORMATION

(This Form should be filled in triplicate)

NOTICE OF EXTENSION OF PERIOD TO: _____

(Name of requester)

TAKE NOTICE that—

The request to access information that you lodged with _____

(Name of information holder)

on _____ 20____ has been extended for a period of _____

(Not exceeding fourteen days).

Reason(s) for extension of period

Provision(s) of the ATI Act relied upon

Date: _____/_____/20____

Name of information officer

Signed by/for head of information holder

Official Stamp

Note: The requester may appeal to the Commission against the extension of time if the extension is considered to be dilatory.

**Original: to requester*

Duplicate: to information holder

Triplicate: to be retained for compliance audit