

Form ID
Guideline 12.10(a)



Serial No.: _____

REF No.: _____

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

NOTICE OF TRANSFER OF REQUEST FOR INFORMATION

The Transfer of Request for Information shall be made within five days of receiving the request.

(This Form should be filled in triplicate)

TRANSFER OF REQUEST

To:.....
(here insert details of information holder to whom transfer is made)

TAKE NOTICE that—

On 20..... (requester's name) of (requester's address)..... lodged with
(initial information holder) a request for information attached hereto.

The information requested is not in the possession or control of this information holder

(Name and address of information holder)

(a) is in the possession of another information holder

(Name of information holder)

(b) the subject matter of the information is more closely connected with the functions of another
information holder

(Name of information holder)

The request has been transferred to the information holder in possession of the information or which is more closely
connected with the subject matter of the information requested for.

Date: _____ / _____ 20 _____

Name of information officer

Signed by information holder

***Attach copy of original request for information**

Official Stamp

**Original: to the receiving information holder
Duplicate: to the transferring information holder
Triplicate: to be retained for compliance audit*