

Form IE
Guideline 12.10(b)



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 (TO REQUESTER)

*The Notice of Transfer of Request for Information shall be made within seven days of receiving the request.
(This Form should be filled in triplicate)*

NOTICE OF TRANSFER OF REQUEST

Full Name: _____ Sex: _____ Identity Number: _____

Postal/Physical Address: _____

Contact No: _____

TAKE NOTICE that—

The information to which you requested access on: _____

(Date)

- (a) is not in the possession or control of this information holder

(Name and address of information holder)

- (b) is in the possession of another information holder

(Name of information holder)

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

(Name of information holder)

Your 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/for head of information holder

Official Stamp

*Original: to requester

Duplicate: to information holder

Triplicate: to be retained for compliance audit