

**Form IF**  
**Guideline 12.10(c)**

Serial No.: \_\_\_\_\_

REF No.: \_\_\_\_\_



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

**ACKNOWLEDGEMENT OF RECEIPT OF TRANSFER OF REQUEST FOR  
INFORMATION**

*(This Form should be filled in triplicate)*

Transferred request from: \_\_\_\_\_  
*(Name of information holder from which request was received)*

I \_\_\_\_\_ *(State name of information officer)* under the \_\_\_\_\_  
\_\_\_\_\_ *(Name of information holder)* hereby acknowledge receipt of the request  
for access to information which was transferred from \_\_\_\_\_ *(Name*  
*of information holder)* on \_\_\_\_\_ *(Date of receipt of transfer)* regarding the  
request for information made by \_\_\_\_\_ *(Name of requester)* with reference  
number \_\_\_\_\_.

Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
\_\_\_\_\_ *Name of information officer*

\_\_\_\_\_  
*Signature of information officer*

Official Stamp

*\*Original: to requester*

*Duplicate: to the receiving information holder*

*Triplicate: to be retained for compliance audit*