

Appeal to the Designated Officer

..... Designated Officer

01. Name of person appealing :-

02. Address :-

03. Contact number :-

04. E – mail (if any) :-

Date on when request made to

Information Officer and Registration Number :-

05. Did you receive a reply from the information Officer?

Yes/ No. (If yes and you have a copy please attach, Otherwise provide details of reply.)

:-

06. Grounds for appeal :-

(I). The Information Officer refuses a request made for information

(II). The Information officer refuses access to the information on the ground that such information is exempted from being granted under section 5.

(III). Non – compliance with the time frames specified in the Act.

(IV). The Information Officer granted incomplete, misleading or false information.

(V). The Information Officer charged excessive fees.

(VI). The Information Officer refuses to provide information in the form requested.

(VII). The requestor has reasonable grounds to believe that information has been deformed, destroyed or misplaced to prevent the requestor from having access to the information

(VIII). Reasons for requesting an extension of the time period beyond 14 days is not justifiable

(Delete whatever inapplicable.)

07. Brief description of information requested :-.....

(Relevant descriptions, time and subjects)

08. If appeal has not been submitted within the

specified time period, cause of delay:-.....

09. Any other Details :- ‘.....

Date :-

.....

Signature