

**Instructions:**

- Send your application to designated Public Information officer of the Public body. If the public body has not designated Public Information Officer, send your information request to the head of the Public body.
- Send your information request through registered post.
- Keep copy of your request for information and the receipt of the registered post for your record and future reference.
- Requested information should be provided to you within 10 working days.
- If the Public body finds it difficult to collect the information, it may take extra 10 working days.
- If the requested information pertains to protecting life and liberty of an individual, it should be provided within three working days.