

FORM C
RESPONSE TO REQUEST FOR INFORMATION

A. Information about the request

- | | |
|---|-------------------------------|
| 1. Reference number of the request * | 2. Name of public authority * |
| 3. Date the request was received | Name of receiving officer |
| 4. Address provided for delivery of information | |
| 5. Short description of the information sought | |

(state position, name, surname, unit and contact details of receiving officer below)

Position of receiving officer

Officer's first name *

Last name *

Email address *

Phone number

Address

B. Response to the request

1. The information is already available in published from location where the information is available including where applicable the URL
2. The information is not held by the public authority
 - (a) the request was transferred to another public authority
 - (b) name of the public authority
 - (c) the request is being returned to the applicant
- 3 (a) The information if being provided *
 - (i) in whole
 - (ii) in part (see below under refusal)

(b) The information is being provided in the following form

 - (i) inspecting the document(s)
 - (ii) copying the documents) using your own equipment
 - (iii) obtaining a copy of the document(s) in electronic form
 - (iv) obtaining a true copy of the document (5) in physical form
 - (v) obtaining a written transcript of sound or visual document(s)
 - (vi) obtaining a transcript of the content of document(s)

(c) If this is not the form stipulated by the applicant, the reasons are as follows

(d) The following information describes how to access the information (only filled out as necessary for example where the information is being inspected)

(e) Information about any fees being charged along with a breakdown of the fees *

4. (a) The request is refused in (i) whole (ii) part

(b) Description of the part of the information which is being refused *

(c) The reasons why the request is refused in whole or in part

(d) The sections of the Sierra Leone Right to Access Information Act 2013 which are being relied upon to refuse access..... *

NOTE - You have the right to lodge an internal complaint against this decision. To lodge an internal complaint, please fill out Form D. An internal appeal can be lodged using following contact information

Name of Officer

Date

Signature