**ANNEX 1 - Information Request Form**

**Is this Request for Personal information?** **Yes** **No**

**Are you requesting this information on behalf of someone?** **Yes**  **No**

**\*If yes attach certificate of approval/affidavit**

**Registration Number:**

|  |  |  |
| --- | --- | --- |
|  **Name:** **NIN:** **Address:** **Email**: |  | **Phone number:**  |
| **Description / Details of request**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |  |
| **Is this the first request for this information? : Yes No****Does this request relate to any other request issued?: Yes No****What is your preferred mode of contact for enquiry about request or for notification of information readiness?****Email: Post: Phone:**  |
| **Official use:****Format of information: Hard copy Digital** **Information Officer’s notes:**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |