**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:**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | |