

**Appeal to the Designated Officer**

Designated Officer,

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Public Authority:.....

**Appeal Form**

- 01. Name of Person Appealing : .....
- 02. Address : .....
- 03. Contact Number (if any) : .....
- 04. Email Address (if any) : .....
- 05. Date request made to Information Officer  
and Registration Number : .....
- 06. 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)
- 07. 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 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 refused 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

Details:

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- 08. Brief description of information requested : .....
- 09. If Appeal has not been submitted within the specified time period, cause of delay [s. 31(5)] :
- 10. Any other details : .....

Date : .....

Signature: .....