

RTI 01: Application to receive Information

Information Officer,

01. Name of Requestor:

02. Address:

03. Contact No. (if any):

04. Email Address (if any):

05. Details about Information requested

I. Specific Public Authority:

II. Information requested:

III. Specific period information is requested (if applicable):

06. Please specify the manner in which information is requested, Please mark (X).

i. inspect relevant work, documents, records. ()

ii. Take notes, extracts or certified copies of documents or records. ()

iii. Take certified samples of material. ()

iv. Obtain information in the form of CD/DVD/storage media/tapes/video cassettes/ any other electronic mode/ printouts where such information is stored in a computer or in any other device. ()

07. Language in which requestor prefers access:

08. Does the information request concern the life and personal liberty of a citizen? (Yes/No)

If yes, give reason for belief

09. Any other details: (Ex: Reason for requesting information, etc)

10. Relevant documents attached (If any)

I.

II.

III.

11. Is the requestor a citizen of Sri Lanka? (Yes/No)

Date:

Signature: