Appeal to the RTI Commission

RTI Commission,
Room No 203,
BMICH Premises,
Bouddhalola Mawatha
Colombo-07

Appeal Form

01. Name of Person Appealing: ……
02. Address: ……..
03. Contact Number (if any): ……
04. E-mail Address (if any): ……
05. Name, Address and Contact details of authorized representative (if any): ……..
06. Name of Public Authority concerned:……
07. Name, Address and Contact Details of Information Officer concerned: ……
08. Date request made to Information Officer
and Registration Number : ……
(Attach copy of request)
09. Did you receive a reply from the Information Officer ? Yes/No: …….
(If Yes, attach copy of reply)
10. Date of receipt of decision from the Information Officer: ……..
11. Name, Address and Contact Details of Designated Officer whose decision is appealed against: ……..
12. Date Appeal made to Designated Officer and Appeal Number:……..
13. Did you receive a decision from the Designated Officer? Yes/No: …….
(If Yes, attach copy of decision)
14. Date of receipt of decision from the Designated Authority: ……..
15. Grounds of Appeal : ……

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16. Information Requested on Appeal (Details, Duration, and Subject): ……
17. Decision requested : …….
18. If the Appeal has not been submitted within the specified time period, cause of delay [Section 32(2)] : ……
19. Whether any previous Appeal in respect of this same matter has been preferred to the Commission?
20. Any other details (including if the request for information concerns the life and liberty of a citizen) : ……
21. List of the Documents attached : ……..

Date : …….
Signature: ……..