

**RTI 10**

**Appeal to the Designated Officer**

Designated Officer,

.....  
.....

Public Authority:.....

**AppealForm**

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:

.....  
.....  
.....  
.....

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: