

A.L. 160 tal-2010

**ATT DWAR IL-LIBERTÀ TA' L-INFORMAZZJONI
(KAP. 496)**

Regolamenti tal-2010 dwar Applikazzjonijiet u Formoli Ohra

BIS-SAHHA tas-setgħat mogħtija bl-artikolu 42(a) tal-Att dwar il-Libertà ta' l-Infommazzjoni, il-Ministru tal-Ġustizzja u l-Intern għamel dawn ir-regolamenti li ġejjin:-

1. (1) It-titolu ta' dawn ir-regolamenti hu r-Regolamenti tal-2010 dwar Applikazzjonijiet u Formoli Ohra. Titolu u bidu fis-seħħ.

(2) Dawn ir-regolamenti għandhom jidhlu fis-seħħ fil-21 ta' April, 2010.

2. F'dawn ir-regolamenti, sakemm ir-rabta tal-kliem ma teħtiegħ xort'ohra:- Tifsir.

"l-Att" tfisser l-Att dwar il-Libertà ta' l-Infommazzjoni u l-kliem u l-espressjonijiet li huma wkoll użati fl-Att għandu jkollhom l-istess tifsira mogħtija lilhom fl-Att;

"formola tal-applikazzjoni" tfisser il-formola fl-Ewwel Skeda;

"formoli ta' twegiba" tfisser il-formoli fit-Tieni Skeda; u

"talba unika" tfisser talba għal dokument wieħed jew talba għal infommazzjoni speċifika jew relatata mill-qrib.

3. L-applikanti għandhom jipprovdu lill-awtoritajiet pubbliċi bl-infommazzjoni indikata fil-formola tal-applikazzjoni fl-Ewwel Skeda fir-rigward ta' kull talba magħmula skont l-Att. Provediment ta' infommazzjoni indikata fil-formoli tal-applikazzjoni.

4. L-applikanti għandhom jimlew formola tal-applikazzjoni separata għal kull talba individwali. Formola tal-applikazzjoni separata għal kull talba.

5. L-awtoritajiet pubbliċi għandhom jagħmlu disponibbli għal pubbliku l-formoli tal-applikazzjoni fil-fond tagħhom u *online* fuq is-sit elettroniku tagħhom, u għandhom jassistu lill-applikanti biex jimlew il-formoli tal-applikazzjoni u biex jiprovdu l-infommazzjoni meħtiegħa kif neċessarju. Provediment ta' assistenza mill-awtoritajiet pubbliċi.

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Notifika u komunikazzjonijiet mill-awtoritajiet pubbliċi.

6. L-awtoritajiet pubbliċi għandhom jinnotifikaw u jikkomunikaw deċiżjonijiet lill-applikanti permezz, fejn prattikabbli, tal-formola tat-tweġiba pertinenti fit-Tieni Skeda:

Iżda, fejn ma tkunx tista' tintuża l-formola tat-tweġiba tat-Tieni Skeda, l-awtoritajiet pubbliċi għandhom madankollu jipprovdu tweġiba bil-miktub, u għandhom ifakkru lill-applikanti bid-drittijiet tagħhom li joħroġu mill-Att, b'mod partikolari d-dritt li jressqu ilment skont il-proċedura interna dwar l-ilmenti tal-awtorità pubblika u d-dritt li jressqu ilment jew li jfitxxu li ssir investigazzjoni u rikonsiderazzjoni mill-Kummissarju għall-Informazzjoni u l-Protezzjoni tad-Data:

Iżda wkoll, l-awtoritajiet pubbliċi għandhom jinfurmaw lill-applikanti, fejn applikabbli, bir-rati jew il-ħlas applikabbli għat-talba tagħhom skont kif ikun il-każ.

L-EWWEL SKEDA
(Formola tal-Applikazzjoni)
(Regolament 3)

[Awtorità Pubblika]

Talba għal Dokument/Formola għal Informazzjoni
(Att dwar il-Libertà ta' l-Informazzjoni, Kap. 496)

Dettalji li għandhom jimtlew mill-applikant

(f'każ ta' diffikultà, assistenza tkun provduta mill-uffiċjal FOI tal-[Awtorità Pubblika] [dettalji tal-kuntatt ikunu provduti])

Jien hawnhekk niddikjara illi jiena persuna eliġibbli skont id-disposizzjonijiet tal-Att dwar il-Libertà ta' l-Informazzjoni (Kap. 496), li tagħti t-tifsira ta' "persuna eliġibbli" bħala "persuna li hija residenti f'Malta u li ilha hekk residenti f'Malta għal perjodu ta' mhux anqas minn ħames snin, u li hija ċittadin jew ta' Malta jew ta' stat membru ieħor ta' l-Unjoni Ewropea, jew ċittadin ta' kull stat ieħor li ċ-ċittadini tiegħu għandhom dritt, bis-saħħa ta' trattat bejn dak l-istat u l-Unjoni Ewropea, li f' Malta jiġu trattati bl-istess mod bħal ċittadini ta' stati membri ta' l-Unjoni Ewropea."

Kunjom :

Isem:

Numru tal-Karta tal-Identità jew tal-Permess ta' Residenza:

Indirizz Postali:

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Indirizz Elettroniku:

(meħtieġ biss meta d-dokument ikun mitlub f'forma elettronika)

Korp Ġuridiku li f'ismu qed tiġi mitluba informazzjoni (fejn applikabbli):

.....

Deskrizzjoni tad-dokument / informazzjoni / deċiżjoni jew rakkomandazzjoni dwar liema qed tiġi mitluba l-informazzjoni:

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Mod preferut ta' aċċess għad-dokument mitlub

(jekk joġġbok immarka fejn xieraq):

(Timtela biss f'każ ta' talba għall aċċess għal dokument)

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- Spezzjoni ta' dokument fil-fond ta' [Awtorità Pubblika]
- Kopja elettronika tad-dokument
- Kopja jew kopja stampata tad-dokument
- Sommarju jew estratt tal-kontenut tad-dokument (*referenza hija magħmula għan-Nota 7*)

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Firma

(*mhix meħtieġa jekk il-formola
tkun preżentata elettronicament*)

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Data

STQARRIJA DWAR IL-PROTEZZJONI TAD-DATA

Data personali hija miġbura f'din il-formola bil-għan li tiġi proċessata talba kif regolat bl-Att dwar il-Libertà ta' l-Informazzjoni (Kap. 496). Kull data personali tiġi proċessata skont l-Att dwar il-Protezzjoni u l-Privatezza tad-Data (Kap. 440).

Nota lill-applikanti:

- (1) Din il-formola għanda timtela minn dawk l-applikanti li jitolbu d-dokumenti jew informazzjoni, inkluż informazzjoni fir-rigward ta' deċiżjoni jew rakkomandazzjoni magħmula mill-Awtorità Pubblika fil-konfront tagħhom.
- (2) Fil-każ ta' informazzjoni mitluba dwar deċiżjoni jew rakkomandazzjoni magħmula mill-Awtorità Pubblika fil-konfront tal-applikant, it-talba għandha tiġi magħmula fi żmien sitt xhur mid-deċiżjoni jew rakkomandazzjoni rilevanti.
- (3) Sakemm ikun possibli, aċċess għad-dokument għandu jkun provdut skont il-preferenza tal-applikant.
- (4) Fil-każ ta' dokumenti illi huma reġistrazzjoni ta' hsejjes u immaġini viżwali, l-[Awtorità Pubblika] tista' tagħmel arrangamenti għall-applikant li jisma jew jara dawk il-hsejjes jew immaġini viżwali. Fil-każ ta' dokumenti f'forma stenografika jew f'forma kodifikata, traskrizzjoni tagħhom għandha tkun provduta.
- (5) L-[Awtorità Pubblika] għandha tippreżenta notifika li tindika jekk it-talba tkunx ser tiġi aċċettata jew le skont l-Att dwar il-Libertà ta' l-Informazzjoni malajr daqs kemm raġenevolment prattikabbli, u f'kwalunkwe każ mhux iżjed tard minn għoxrin gurnata ta' xogħol. Dan iż-żmien jista' ikun estiż sa erbghin gurnata tax-xogħol skont l-artikolu 11 tal-Att dwar il-Libertà ta' l-Informazzjoni, f'liema każ l-applikant jinghata avviż tal-estensjoni u r-raġunijiet dwarha.
- (6) [Informazzjoni dwar il-Proċedura Interna dwar l-Ilmenti tal-Awtorità Pubblika]
- (7) Il-ħlas ikun impost mill-[Awtorità Pubblika] skont ir-Regolamenti tal-2010 dwar l-Flasijiet Imposti mill-Awtoritajiet Pubbliċi għall-Aċċess għal Dokumenti.
- (8) L-Att dwar il-Libertà ta' l-Informazzjoni jintitola lill-applikant li jressaq ilmenti jew li jfittex li ssir investigazzjoni u rikonsiderazzjoni mill-Kummissarju għall-Informazzjoni u l-Protezzjoni tad-Data, skont il-każ, wara r-rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorità Pubblika.
- (9) It-talba għal estratt jew sommarju ta' dokument jistgħu inaqqsu l-ispejjeż ta' talba partikolari fejn l-informazzjoni meħtieġa tkun kompriża go dokument kbir li jkun fih ukoll informazzjoni oħra li tkun irrelevanti għat-talba.

**IT-TIENI SKEDA
(Formoli ta' Twegiba)
(Regolament 6)**

[Awtorità Pubblika]

**Estensjoni taż-żmien għan-notifika li tindika
jekk talba tkunx ser tiġi aċċettata jew le
(Att dwar il-Libertà ta' l-Informazzjoni, Kap. 496)**

Sinjur/a

Inti hawnhekk qed tiġi infurmat/a illi l-[Awtorità Pubblika] ma tistax, fi żmien għoxrin gurnata tax-xogħol, tippreżenta n-notifika li tindika jekk it-talba tiegħek hux ser tiġi aċċettata jew le minhabba li:

- it-talba hija għal numru kbir ta' dokumenti jew titlob tiftix go numru kbir ta' dokumenti
- l-[Awtorità Pubblika] għandha bżonn tikkonsulta partijiet terzi qabel ma tkun tista' tiddeċiedi dwar it-talba tiegħek, u hemm bżonn iżjed żmien biex tingħata r-risposta neċessarja.

L-[Awtorità Pubblika] ser tipprovdi risposta għat-talba tiegħek sal-

Informazzjoni Addizzjonali mill-[Awtorità Pubblika]

(fejn applikabbli)

Fil-każ illi inti ma taqbilx mad-deċiżjoni tal-[Awtorità Pubblika] li testendi ż-żmien għall-provvediment tal-informazzjoni inti tista' tressaq ilment lill-Kummissarju għall-Informazzjoni u l-Protezzjoni tad-Data skont l-artikolu 23 tal-Att dwar il-Libertà ta' l-Informazzjoni, wara r-rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorità Pubblika.

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Firma

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Data

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[Awtorità Pubblika]

**Għoti ta' aċċess għal dokumenti/informazzjoni
(Att dwar il-Libertà ta' l-Infommazzjoni, Kap. 496)**

Sinjur/a

Inti hawnhekk qed tiġi infurmat/a illi ser tingħata aċċess għad-dokumenti jew informazzjoni li tlabt fil-formola tal-applikazzjoni li rċevit l-[Awtorità Pubblika] f'

.....
(data)

- Id-dokument ser jiġi provdut fil-forma preferita minnek, jiġifieri f'
(dettalji ikunu provduti)
- Id-dokument mhux ser jiġi provdut fil-forma preferita minnek, minħabba li:
 - Dan jagħmel ħsara lill-amministrazzjoni effiċjenti tad-Dipartiment
 - Dan ikun kontra xi dmir legali tad-Dipartiment
 - Dan ikun ta' ħsara għall-interessi protetti fit-Taqsima V tal-Att
 - Dan ikun ta' ħsara għall-interessi protetti fit-Taqsima VI tal-Att u l-interess pubbliku għandu iktar importanza minn dawk l-interessi
(dettalji jkunu provduti)
- Estratt tad-dokument ser jiġi provdut minħabba li d-dokument mitlub huwa eżentat skont l-artikolu tal-Att dwar il-Libertà ta' l-Infommazzjoni u estratti tiegħu biss jistgħu jiġu provduti. Għaldaqstant inti hawnhekk qed tiġi provdut:
- b'kopja tad-dokument, bit-ħassir jew bidliet neċessarji
- b'dokument ieħor li fih tingħata s-sustanza u l-effett tad-dokument mitlub, minbarra dak li jirrelata għal informazzjoni li ma tingħatax
- l-informazzjoni li inti tlabt tinsab f'dokument li jkopri affarijiet oħra li, minkejja li mhijiex informazzjoni ristretta, mhijiex rilevati għat-talba tiegħek. Jekk taqbel, kopja ta' dan id-dokument ser tiġi provduta lilek bit-ħassir tal-materjal irrilevanti għal finijiet ta' konvenjenza. Jekk joġġhbok indikalna permezz ta' posta elettronika, fax jew mezzi oħra bil-miktub jekk inti taqbilx jew le. Din tista' taffettwa l-ħlas impost kif indikat hawn isfel
- stqarrija bil-miktub tal-konklużjonijiet fuq kwistjonijiet materjali ta' fatt u r-raġunijiet għad-deċiżjoni jew rakkomandazzjoni ser tiġi provduta. Referenza għall-informazzjoni li fuqha kienu bbażati dawn il-konklużjonijiet ser tiġi provduta
- stqarrija bil-miktub tal-konklużjonijiet fuq kwistjonijiet materjali ta' fatt u r-raġunijiet għad-deċiżjoni jew rakkomandazzjoni ser tiġi provduta. Izda, referenza għall-informazzjoni li fuqha kienu bbażati l-konklużjonijiet m'hemmx għalfejn tingħata, minħabba d-dmirijiet tad-Dipartiment skont l-artikolu 20(2) tal-Att.

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Informazzjoni Addizzjonali mill-[*Awtorità Pubblika*]
(*Fejn il-ħlas ma jistax jiġi kkomunikat lill-applikant f'din in-notifika*)

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Flas tal-Ipproċessar:

Flas Addizzjonali:

Flas Totali

(ma jistax jaqbez l-EUR 40.00):

(*Indika jekk il-ħlas jinkludix materjal irrelevanti mhassar jew le, fejn applikabbli*)

[Informazzjoni dwar il-metodi ta' ħlas lill-Awtorità Pubblika u dettalji, u arranġamenti għall-ġbir ta' dokumenti/informazzjoni dakinhar tal-ħlas jew wara]

[*Informazzjoni dwar il-Proċedura Interna dwar l-Ilmenti tal-Awtorità Pubblika*]

Fil-każ illi inti ma taqbilx mad-deċiżjoni tal-[*Awtorità Pubblika*] li ma tipprovdilekx id-dokument fil-forma preferita minnek, jew mal-prezentazzjoni tal-estratti tad-dokument mitlub, jew mal-applikazzjoni tal-[*Awtorità Pubblika*] tar-Regolamenti dwar l-Asijiet Impost mill-Awtoritajiet Pubbliċi għall-Aċċess għal Dokumenti, wara r-rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorità Pubblika, inti tista' tressaq ilment lill-Kummissarju għall-Informazzjoni u l-Protezzjoni tad-Data skont l-artikoli 9 (l-Asijiet) u 23 tal-Att dwar il-Libertà ta' l-Informazzjoni.

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Firma

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Data

B 1608

[Awtorità Pubblika]

**Ċaħda tal-aċċess għal dokumenti/informazzjoni
(Att dwar il-Libertà ta' l-Informazzjoni, Kap. 496)**

Sinjur/a

Jiddispijacija ninfurmawk illi t-talba tiegħek għal aċċess għad-dokumenti/informazzjoni fil-formola ta' applikazzjoni li rċevit il-[Awtorità Pubblika] f' (data) ma tistax tintlaqa' minħabba li:

- it-talba tiegħek ma tissodisfax il-kriterji ta' eliġibbiltà skont l-Att
- id-dokument mitlub huwa eskluż mill-għan tal-Att dwar il-Libertà ta' l-Informazzjoni bis-saħħa tal-artikolu 5 tiegħu
(*dettalji ikunu provduti*)
- id-dokument ma jistax jingħata skont it-Taqsimiet V jew VI tal-Att
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(*dettalji ikunu provduti*)
- l-eżistenza jew le tad-dokument mitlub ma tistax tiġi kkonfermata jew miċhuda mill-[Awtorità Pubblika], skont l-artikolu 34 tal-Att
- id-dokument mitlub huwa aċċessibli għall-pubbliku
- id-dokument ser jiġi ppubblikat fi żmien tlett xhur
- id-dokument mitlub ma jistax jinsab Firma tal-Kap tal- [Awtorità Pubblika]
- ir-riżorsi meħtieġa biex jidentifikaw, isibu jew jiġbru d-dokument jew id-dokumenti ser iwasslu biex ir-riżorsi tal-[Awtorità Pubblika] jkunu indirizzati b'mod sostanzjali u mhux raġonevoli lil hinn mill-operazzjonijiet oħra tagħha, u ma rnexxilekx, bil-parir tal-[Awtorità Pubblika], tqiegħed b'mod differenti t-talba tiegħek sabiex tagħmilha iktar faċli biex tintlaqa' mill-[Awtorità Pubblika].
- ir-riżorsi meħtieġa biex jiġi eżaminat id-dokument jew tiġi kkonsultata xi persuna jew korp dwar il-possibbiltà tal-iżvelar tad-dokument ser iwasslu biex ir-riżorsi tal-[Awtorità Pubblika] jkunu indirizzati b'mod sostanzjali u mhux raġonevoli lil hinn mill-operazzjonijiet oħra tagħha u ma rnexxilekx, bil-parir tal-[Awtorità Pubblika], tqiegħed b'mod differenti t-talba tiegħek sabiex tagħmilha iktar faċli biex tintlaqa' mill-[Awtorità Pubblika].
- ir-riżorsi meħtieġa biex issir kopja, jew kopja editjata, ta' dokument ser iwasslu biex ir-riżorsi tal-[Awtorità Pubblika] jkunu indirizzati b'mod sostanzjali u mhux raġonevoli lil hinn mill-operazzjonijiet tagħha, u ma rnexxilekx, bil-parir tal-[Awtorità Pubblika], tqiegħed b'mod differenti it-talba tiegħek sabiex tagħmilha iktar faċli biex tintlaqa' mill-[Awtorità Pubblika].
- id-dokument mitlub ma jinsabx għand l-[Awtorità Pubblika] u s-sottofirmatarju m'għandu ebda raġuni biex jemmen li d-dokument qiegħed għand, jew hu konness aktar mill-qrib, mal-funzjonijiet ta' awtorità pubblika oħra
- it-talba hija kkunsidrata frivola, trivjali jew vessatorja (*informazzjoni addizzjonali, jekk meħtieġa*)
- l-informazzjoni dwar deċiżjoni jew rakkomandazzjoni, meħtieġa skont l-artikolu 20 tal-Att mhijiex ser tingħata skont it-Taqsimiet V jew VI tal-imsemmi Att

[Informazzjoni dwar il-Proċedura Interna dwar l-Ilmenti tal-Awtorità Pubblika]

Fil-każ illi inti ma taqbilx mad-deċiżjoni tal-[Awtorità Pubblika] li ma tipprovdi lexx id-dokument mitlub minnek, wara r-rikors għall-proċeduri interni dwar l-ilmenti tal-Awtorità Pubblika, inti tista' tressaq ilment lill-Kummissarju għall-**Informazzjoni u l-Protezzjoni tad-Data** skont l-artikolu 23 tal-Att dwar il-Libertà ta' l-**Informazzjoni**.

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Firma

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Data

B 1610

L.N. 160 of 2010

**FREEDOM OF INFORMATION ACT
(CAP. 496)**

Application and other Forms Regulations, 2010

IN exercise of the powers conferred by article 42(a) of the Freedom of Information Act, the Minister for Justice and Home Affairs has made the following regulations:-

Citation
and
commencement.

1. (1) The title of these regulations is Application and other Forms Regulations, 2010.

(2) These regulations shall come into force on the 21st April, 2010.

Interpretation.

2. In these regulations, unless the context otherwise requires:-

"application form" means the form in the First Schedule;

"reply forms" means the forms in the Second Schedule;

"single request" means a request for one document or a request for specific or closely related information; and

"the Act" means the Freedom of Information Act, and words and expressions which are also used in the Act shall have the same meaning assigned to them in the Act.

Provision of
information
indicated in the
application
forms.

3. Applicants shall provide public authorities with the information indicated in the application form in the First Schedule in relation to all requests made in terms of the Act.

Separate
application form
for each request.

4. Applicants shall fill in a separate application form for every single request.

Provision of
assistance by
public
authorities.

5. Public authorities shall make application forms readily available to the public at their premises and online on their website, and shall assist applicants in filling in the application forms and in providing the required information as necessary.

Notifications
and
communications
by Public
Authorities.

6. Public authorities shall make notifications and communicate decisions to applicants utilizing, wherever practicable, the pertinent reply form in the Second Schedule:

Provided that, whenever use cannot be made of a reply form from the Second Schedule, public authorities shall nevertheless provide a reply in writing, and shall remind applicants of their rights emanating from the Act, in particular the right to address a complaint in line with the public authority's internal complaints procedure and the right to address a complaint or seek investigation and review by the Information and Data Protection Commissioner:

Provided further, that public authorities shall inform applicants, where applicable, of the rates or the fee applicable to their request as the case may be.

B 1612

**FIRST SCHEDULE
(Application Form)
(Regulation 3)**

[Public Authority]

**Request for Document/Information Form
(Freedom of Information Act, Cap.496)**

Details to be filled in by applicant

(in case of difficulty assistance will be provided by the [Public Authority's] FOI Officer [contact details to be provided])

I hereby declare that I am an eligible person in terms of the Freedom of Information Act (Cap. 496), which defines an "eligible person" as "a person who is resident in Malta and who has been so resident in Malta for a period of at least five years, and who is either a citizen of Malta or a citizen of any other member state of the European Union or a citizen of any other state the citizens of which have a right, in virtue of any treaty between such state and the European Union, to be treated in Malta in the same manner as citizens of member states of the European Union."

Surname:

Name:

Identity Card or Residence Permit No:

Postal Address:

.....

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E-mail address:

(required only when document is requested in electronic format)

Body Corporate on behalf of which information is being requested (if applicable):

.....

Description of document / information / decision or recommendation in relation to which information is being requested:

.....

Preferred manner of access to the requested document

(please tick where appropriate):

(To be filled in only in the case of a request for access to a document)

- Inspection of document at [Public Authority]
- Electronic copy of document
- Copy or print-out of document
- Summary or excerpt of document contents (*reference is made to Note 7*)

.....
Signature

(not required if form is submitted electronically)

.....
Date

DATA PROTECTION STATEMENT

Personal data collected in this form is for the purpose to process the request as regulated by the Freedom of Information Act (Cap. 496). All personal data will be processed in accordance with the Data Protection Act (Cap. 440).

Notes to applicant:

- (1) This form is to be filled in by those applicants requesting documents or information, including information in relation to a decision or recommendation made by the Public Authority in their respect.
- (2) In the case of information requested in relation to a decision or recommendation made by the Public Authority in respect of the applicant, the request must be made within six months from the relevant decision or recommendation.
- (3) Insofar as possible, access to the document shall be provided in accordance with the applicant's preference
- (4) In the case of documents that are a recording of sounds and visual images, the [Public Authority] may make arrangements for the applicant to hear or view those sounds or visual images. In the case of documents in shorthand or codified form, a transcript thereof shall be provided.
- (5) The [Public Authority] undertakes to submit notification indicating whether a request would be met or not in terms of the Freedom of Information Act as soon as reasonably practicable, and in any case not later than twenty working days. Such timeframe may be extended by up to forty working days in line with article 11 of the Freedom of Information Act, in which case the applicant will be given notice of the extension and the reasons thereof.
- (6) [Information concerning the Public Authority's Internal Complaints Procedure]
- (7) Fees are charged by [Public Authority] in accordance with the Fees charged by Public Authorities for access to Documents Regulations, 2010.
- (8) The Freedom of Information Act entitles the applicant to address complaints or to seek investigation and review by the Information and Data Protection Commissioner, as the case may be, following recourse to the Public Authority's internal complaints procedure.
- (9) Requesting an excerpt or summary of a document may reduce the cost of a particular request whenever the information required is contained in a large document also containing other information that is not relevant to the request.

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**SECOND SCHEDULE
(Reply Forms)
(Regulation 6)**

[Public Authority]

**Extension of timeframe for notification indicating
whether a request would be met or not
(Freedom of Information Act, Cap. 496)**

Mr./Ms.

You are hereby being informed that the [Public Authority] cannot, within twenty working days, submit notification indicating whether your request can be granted because:

- the request is for a large number of documents or necessitates a search through a large number of documents
- the [Public Authority] needs to consult third parties before it can decide on your request, and more time is needed to obtain the necessary feedback

The [Public Authority] will be providing its response to your request by

Additional Information by the [Public Authority]

(if applicable)

In the event that you are not in agreement with the [Public Authority's] decision to extend the timeframe for the provision of information you may address a complaint to the Information and Data Protection Commissioner in accordance with article 23 of the Freedom of Information Act, following recourse to the Public Authority's internal complaints procedure.

.....

Signature

.....

Date

[Public Authority]

**Granting of access to documents/information
(Freedom of Information Act, Cap. 496)**

Mr./Ms.

You are hereby being informed that you will be granted access to the documents or information you requested in the application form received by [Public Authority] on

.....
(date)

- The document will be provided in your preferred format, namely
(details to be provided)
- The document will not be provided in your preferred format, because:
 - This would impair the efficient administration of the Department
 - This would be contrary to legal duties of the Department
 - This would prejudice the interests protected by Part V of the Act
 - This would prejudice the interests protected by Part VI of the Act and those interests are not outweighed by a contrary public interest
(details to be provided)
- An extract of the document will be provided because the requested document is exempt in terms of article of the Act and only extracts thereof may be provided. You are therefore hereby being provided with:
 - a copy of the document, with the necessary deletions or alterations
 - another document stating the substance and effect of the requested document, except insofar as this relates to withheld information
 - the information you requested is contained in a document which covers other matters which, although not restricted information, is not relevant to your request. If you agree, a copy of this document will be supplied to you with the irrelevant material deleted for convenience's sake. Please indicate to us by e-mail, fax or other written means whether or not you agree. This may affect the chargeable fee as indicated below
 - a written statement of the findings on material issues of fact and the reasons for the decision or recommendation will be provided. Reference to the information on which the findings were based will be provided
 - a written statement of the findings on material issues fact and the reasons for the decision or recommendation will be provided. However, no reference will be made to the information on which the findings were based, in view of the Department's obligations in terms of article 20(2) of the Act

.....

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Additional Information by the *[Public Authority]*

(Whenever the fee cannot be communicated to the applicant in this notification)

.....

Processing Fee:

Additional Fee:

Total Fee:

(may not exceed EUR 40.00):

(Indicate if fee assumes deletion or non-deletion of irrelevant material, where applicable)

[Information about Public Authority's payment methods and details, and arrangements for picking up documents/information on or after payment]

[Information about Public Authority's Internal Complaints Procedure]

In the event that you are not in agreement with the *[Public Authority's]* decision not to provide the document in your preferred format, or with the submission of extracts of the document requested, or with the *[Public Authority's]* application of the Fees Charged by Public Authorities for Access to Documents Regulations, following recourse to the Public Authority's internal complaints procedure, you may address a complaint to the Information and Data Protection Commissioner in accordance with articles 9 (Fees) and 23 of the Freedom of Information Act.

.....

Signature

.....

Date

[Public Authority]

**Refusal of access to documents/information
(Freedom of Information Act, Cap. 496)**

Mr./Ms.

We regret to inform you that your request for access to documents / information in the application form received by [Public Authority] on (date) cannot be met because:

- Your request does not satisfy the eligibility criteria in terms of the Act
- the document requested is excluded from the scope of the Freedom of Information Act by virtue of article 5 thereof
(details to be provided)
- the document is withheld in terms of Part V or Part VI of the Act
(details to be provided)
- the existence or non-existence of the requested document cannot be confirmed or denied by the [Public Authority], in accordance with article 34 of the Act
- the document requested is publicly available
- the document will be published within three months
- the document requested cannot be found Signature of Head of [Public Authority]
- the resources required to identify, locate or collate the document or documents would substantially and unreasonably divert the resources of the [Public Authority] from its other operations, and it has not proved possible for you, with advice from the [Public Authority], to redefine the request in such a manner as to make it more easily addressed by the [Public Authority]
- the resources required to examine the document or consult any person or body in relation to its possible disclosure would substantially and unreasonably divert the resources of the [Public Authority] from its other operations, and it has not proved possible for you, with advice from the [Public Authority], to redefine your request in such a manner as to make it more easily addressed by the [Public Authority]
- the resources required to make a copy, or an edited copy, of a document would substantially and unreasonably divert the resources of the [Public Authority] from its other operations, and it has not proved possible for you, with advice from the [Public Authority], to redefine your request in such a manner as to make it more easily addressed by the [Public Authority]
- the document requested is not held by the [Public Authority] and the undersigned has no grounds for believing that the document is held by, or connected more closely with the functions of, another public authority
- the request is considered frivolous, trivial or vexatious (additional information, if required)
- the information relating to a decision or recommendation, requested pursuant to article 20 of the Act is being withheld in terms of Part V or VI of the said Act

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[Information about Public Authority's Internal Complaints Procedure]

In the event that you are not in agreement with the [Public Authority's] decision not to provide the information requested you may seek an investigation and review by the Information and Data Protection Commissioner in accordance with article 23 of the Freedom of Information Act, following recourse to the Public Authority's internal complaints procedure.

.....
Signature

.....
Date

