

Regulation No. 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
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III. Specific period information is requested (if applicable) :.....

- 06. Manner in which information is requested–
 - 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)

09. If Yes, give reason for belief
.....
.....

09. Any other details:.....

10. Relevant documents attached (If any)

- I.
- II.
- III.

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

Date :.....

Signature :.....