

## **FREEDOM OF INFORMATION REQUEST TEMPLATE**

### **DISCLAIMER**

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### **INSTRUCTIONS FOR COMPLETING THE DOCUMENT**

- *Read the disclaimer on the front page of the Non-Disclosure Agreement Tool Kit in full.*
- *You will need to edit this template before use.*
- *We have provided guidance notes to help you understand the document and assist you in using it. DELETE ALL BRACKETS AND HIGHLIGHTS after editing.*
- ***Review the template to make sure you are comfortable with it, and that these are appropriate for your needs.***

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**#1.** If you would like to make a Freedom of Information request from any public institution in Nigeria, you may use the request guide created by YMonitor to direct you on how to request for information. **A downloadable step-by-step guide.**

Visit: <http://monitor.ynaija.com/FOI>

**#2.** If you would like to know more about the provisions of the Act, you may review the Act here – Freedom of Information Act 2011.

Visit: <http://monitor.ynaija.com/FOI>

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Your Name  
Your Address  
Your Phone Number

Name of Public Institution/Agency  
Address of Public Institution/Agency

Date

Dear Sir or Madam:

**REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2011**

The above matter refers.

By virtue of the provisions of the Freedom of Information Act 2011 (the Act), I am hereby requesting that you provide me with the following information:

List what information you need

I understand that under the Act I am entitled to a response **within 7 working days** of your receipt of this request, and I look forward to receiving this information within the permitted time frame. I am willing to pay for any fees, which are incurred as a result of complying with this request, but I remind you of the provision of Section 8 of the Act, which clearly states that fees ‘...shall be limited to **standard charges** for document duplication and Fees transcription where necessary’

If upon review of my request, the decision is taken to transfer the request to another agency, I request that you provide me with written notice of this in the manner as prescribed by the Act, and within the prescribed time frame.

If my request is denied in whole or in part, I request that you justify such denial or any and all deletions by reference to specific exemptions of the Act.

I reserve the right to appeal your decision as guaranteed by the Act, and remind you of the provisions of the Act which state that any request not actioned within the prescribed time frame

*will be deemed as a denial of the request, and any wrongful denial of request makes the defaulting officer and/or institution liable to a fine of **N500,000 (Five hundred thousand naira)**.*

*If you require any clarification, I expect you to contact me. Please acknowledge receipt of this request, and I look forward to receiving the information in the near future.*

*Yours faithfully*

*[Insert Your Name]*

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