



FOI Request Tracking Number:

[Redacted tracking number box]

FREEDOM OF INFORMATION REQUEST FORM

(Pursuant to Executive Order No. 2, s. 2016)

Please read the following information carefully before proceeding with your request. Use blue or black ink. Write neatly and in BLOCK letters. Improper or incorrectly-filled out forms will not be acted upon. Tick or mark boxes with "X" where necessary. Note: (◀) denotes a MANDATORY field.

A. Requesting Party's Information

You are required to supply your name and address for correspondence. Additional contact details will help us deal with your appeal and correspond with you in the manner you prefer.

1. Title (e.g. Mr, Mrs, Ms, Miss) 2. Given Name/s (including M.I.) 3. Surname

_____ ▶ _____ ▶ _____ ▶

4. Complete Address (House Number, Street, City/Municipality, Province, Zipcode)

▶

5. Landline/Fax 6. Mobile 7. Email

_____ ▶ _____ ▶ _____ ▶

8. Preferred Mode of Communication Landline Mobile Number Email

(If your request is granted, we will be sending the document to you in this manner)

9. Preferred Mode of Reply Fax Email Pick-up at PNCC Office

(Applicable fees will be charge for reproduction of information requested.)

10. Type of ID Given ▶

(I.D. to be given must contain your photo and signature)

B. Requested Information

11. Agency – Connecting Agency ▶ ▶

(if applicable)

12. Title of Document/Record Requested ▶

(please be as detailed as possible)

13. Date or Period (DD/MM/YY) ▶

14. Purpose ▶

15. Document Type ▶

16. Reference Numbers (if known) ▶

17. Any other Relevant Information ▶

THIS PORTION IS FOR PNCC USE ONLY

| RECEIVED BY: | DATE: |
|---|------------------|
| FOI RECEIVING OFFICER signature over printed name | |

