

## COMPLAINT TO PUBLIC AUTHORITY (Freedom of Information Act, Cap. 496)



Details are to be filled in by the applicant. In case of difficulty assistance will be provided by the Freedom of Information Officer responsible for the Public Authority to whom the complaint is to be made. An acknowledgment to this complaint will be sent upon receipt. The Public Authority binds itself to respond to this complaint within ten working days. The Freedom of Information Act entitles the applicant to address complaints or to seek investigation or review by the Information and Data Protection Commissioner, if the response by the Public Authority to this complaint is not satisfactory.

**REFERENCE NUMBER**

*(Insert the Reference Number provided by the Public Authority for this particular request)*

**NAME OF PUBLIC AUTHORITY TO WHOM REQUEST WAS SUBMITTED**

--

**DETAILS OF APPLICANT**

<b>Surname</b>		<b>Name</b>	
<b>Identity Card or Residence Permit No.</b>		<b>Telephone<sup>1</sup></b>	
<b>Postal Address</b>			
<b>E-mail Address<sup>2</sup></b>			
<b>Body Corporate on behalf of which information is being requested<sup>3</sup></b>			

**TYPE OF COMPLAINT – (please tick one of the below<sup>4</sup>, as appropriate):**

- Document has not been provided in the requested format.
- The Public Authority has notified an extension of the 20 working day deadline prescribed in the Act, for the purpose of indicating whether the request for a document/information would be met or not.
- Fees requested considered excessive.
- Notifications as prescribed in the Freedom of Information Act not received.
- Request for information has been refused.

**REASONS FOR DISAGREEMENT**

Please indicate why you disagree with the Public Authority's decision not to provide the document/information you requested.

--

<b>Signature (not required if form is submitted electronically)</b>	<b>Date</b>
<b>Date Received (For Office Use Only)</b>	

**Notes to applicant :**

- (a) The Freedom of Information Act (Cap 496) entitles you to address complaints or to seek investigation and review by the Information and Data Protection, following recourse to the Internal Complaints Procedure.
- (b) 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)

<sup>1</sup> It is recommended that a contact telephone number be provided to facilitate communication made by the Public Authority, if necessary.

<sup>2</sup> The applicant must ensure that the e-mail address provided is fully functional.

<sup>3</sup> Applicable only in the case of requests made pursuant to Articles 19 and 20.

<sup>4</sup> Subsequent and different complaints on the same request can only be submitted to the Public Authority after the said Public Authority answers to the original complaint or following the lapse of 10 working days from the date of submission of the complaint