

01. How can I make a request?

The information you submit, including the nature and language of the applicable party, should include all information necessary to identify its form. No personal information should be provided other than your information

02. Information accessible under the Information Act?

That you have the right to search relevant information when obtaining information about the matter; Information can be obtained from CDs, DVDs, audio recorders, video cassettes or any other electronic format or print form, to take notes, magazines, record certificates or secondary certificates.

03. Should I pay a fee?

In order to obtain the information, a certain fee has to be paid as per the schedule prescribed by the Information Commission. According to the Information Commission, there is a limit to the information provided. The Commission should also display the charges levied by all public authorities.

04. How to identify the Information Officer?

You can obtain the details of the corporate information officer from the relevant public authority. Further, the information of the relevant authority or designated officer of the relevant authority should be displayed and the information of such officers can be obtained from the website of the institute.

05. Can the information requested under the Act be rejected?

The right to information is not an absolute or absolute right, as is the fundamental right. However, this only applies to a limited number of situations. The Act lists situations where such information may be refused. Importantly, such information can only be refused if the public subsidizes it.

06. Can an appeal be made on the information provided by the Information Officer?

If you lose access to the information obtained by the Information Officer, you have the right to refuse and appeal against it. The Act provides for a procedure for appeals against the decision of the designated officer or the Commission as well as against the Commission. This will ensure that your information rights are implemented effectively. [Click here for more information.](#)

07. What if the Act is violated?

Yes, if any person violates Section 39 (1) of the Act, the Commission may refer the person to court.

If you want to get in touch with the Information Commission you can get information from any public authority or through their web sites.