

FORM ATI 5

(r. 21)(2)r.22(2)(a)(b)(c)

REPUBLIC OF KENYA
ACCESS TO INFORMATION ACT, 2016
ACCESS TO INFORMATION (GENERAL) REGULATIONS, 2023
NOTICE OF CLOSURE
OF REQUEST FOR INFORMATION

TO:
(Name of Requester)

TAKE NOTE that:

the request for access to information made to on
(name of entity or body receiving request)

..... 20.... will be closed for the following reason:

(date)

- (a) the request is withdrawn by the requester;
- (b) the request has been transferred to another public entity or private body;
- (c) thirty days have lapsed since the Information Access Officer requested further particulars or consent in order to process the request, and no further information or consent has been provided;
- (d) thirty days have lapsed since notice was given in accordance with section 9(4) of the Act, and no request for review has been filed with the Commission;
- (e) thirty days have lapsed since notice was given in accordance with section 11(1) of the Act,; or
- (f) thirty days have lapsed since access was provided in accordance with the Act and these Regulations, and no request for review has been filed with the Commission.

Name of Information Access Officer:

Signature

Date: 20..... [STAMP]

You may request a review of this decision by the Commission on Administrative Justice within thirty (30) days of receiving this notice. Information about how to request a review can be found at www.ombudsman.go.ke or by contacting the head office:

P.O. Box 20414 – 00200 NAIROBI

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Email: info@ombudsman.go.ke / complain@ombudsman.go.ke