HA. Ihavandhoo Council

Haa Alif Atoll, Republic of Maldives

Right to Information Request Form

Ref: HC/FORM/RTI-01

Use this form to request information held by HA. Ihavandhoo Council. The Council will respond within the period allowed by law. Submit in person, by email or through the Council website.

1. Requester details

Full name

National ID / passport no.

Address

Contact number

Email address

Date of request

2. Information requested

Describe the information or document you are requesting as clearly as possible

Period covered (from - to)

Section / unit concerned (if known)

3. Preferred format

- ☐ Paper copy
- ☐ Electronic copy (email)
- ☐ Inspect the document in person
- ☐ Written summary

4. Reason (optional)

Purpose of the request

Signature of requester

Date

For office use

Received by

Registration no.

Date received

Decision / date

SAMPLE