



## ACCESS TO INFORMATION FORM

In order to establish itself as an access to Information responsive government organization, NETFUND will provide expeditiously information in its custody in a timely and courteous manner. NETFUND will be guided by the guidelines issued by the Commission of Administrative Justice. NETFUND is committed to transparency by respecting the spirit and requirements of right to information as stated in the Act.

### 1. Requestor Details

Full names.....

Physical address P.O. BOX..... Postal code.....

City/ Town.....

Telephone/ Mobile No. ....

Email address.....

Organization.....

### 2. What kind of information do you want to request (Kindly select the category that best describes your request)

- Procurement procedures
- Financial records
- Payroll records
- Job/internship application procedures
- Green innovation Awards procedures
- HR procedures
- Auditor's reports and Accounting records

Others (Kindly specify).....

**3. Provide sufficient details of the nature/kind of information requested.**

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**4. What is the time period of the information requested? Specify the time frame**

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**5. In what form do you want to receive the information requested (If it is a hard copy, NETFUND will charge a small processing fee in reference to the number of copies produced)**

- A hard copy
- A soft copy

**Note:** Attach all relevant documents to assist the organization process your request timely and in a more comprehensive manner.