

SEARCH INSTRUCTION/REPORT

**(REQUEST DIRECTED IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT 2 OF 2000))**

NAME OF REQUESTER _____ REQUEST NO. _____ FILE NO. _____

REQUEST INSTRUCTION ISSUED BY : _____

REQUEST INSTRUCTION ISSUED TO : _____

DATE OF INSTRUCTION _____ D-DATE FOR REPORTING _____

1. An application for access to the information described below that may exist in our institution was received on

2. **Please** report below

- (i) whether all of the requested record(s) have been found.
- (ii) whether part(s) of it has been found, and if so, which part(s).
- (iii) whether the record(s) could not be found.

3. If the requested records could be found in full or in part, **please** complete the search timetable below.

Searching date(s)	Searched from:	Searched until:	Total searching time	Search conducted by (name):	Places searched	Remarks
h.....h.....hours			
h.....h.....hours			
h.....h.....hours			
h.....h.....hours			
Total						

4. If the requested record(s) could not be found, **please** complete the attached section 23 request report. (See section 23 of the above-mentioned Act for more details.)

5. Please let me know before _____ what progress has been made with the search.

DEPUTY PRINCIPAL (DIO)

DATE