

**UNTRACEABLE FILES
REPORTING / AFFIDAVIT(S)**

**(IN TERMS OF SECTION 23(2) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT 2 OF 2000)**

Requester: _____ Request No. _____ File No. _____

I, the undersigned _____, hereby declare that the information below is true and correct.

1. The following steps have been taken to *trace the requested record(s) / to determine whether it/they exist(s): _____

2. The confirmation(s) by the following official(s) who was/were involved in the search, is/are attached:

3. The total time spent searching for the record(s) amounted to _____ hours and _____ minutes, and was calculated as follows:

Date	Searcher (surname and initials)	Places searched	Searched from:	Searched until:	Total searching time
		h.....h.....h.....
		h.....h.....h.....
		h.....h.....h.....

Signed at _____ on this _____ day of _____

DECLARANT

COMMISSIONER OF OATHS

*Delete which is not applicable.