

THE ACCESS TO INFORMATION ACT

ORDER

(under section 5(1) (a))

The Access to Information (Public Authorities) Order, 2004

L.N. 2/2004
67A/2004
90/2004
132/2004
45/2005

REGULATIONS

(under section 37)

The Access to Information Regulations, 2003

L.N. 3/2004

The Access to Information (Cost of Reproduction of Official Documents) Regulations, 2003

L.N. 4/2004

RULES

(by paragraph 12 of the Second Schedule)

The Access to Information (Appeal Tribunal) Rules, 2005

L.N. 98/2005

THE ACCESS TO INFORMATION ACT

ORDER

(under section 5(1)(a))

THE ACCESS TO INFORMATION (PUBLIC AUTHORITIES) ORDER, 2004

*(Made by the Minister on the 6th day of January, 2004)*L.N. 2004
2004
2004
2004
05/2005

1. This Order may be cited as the Access to Information (Public Authorities) Order, 2004.

2. The Access to Information Act shall apply to the public authorities specified in the Schedule.

Schedule

SCHEDULE

(Paragraph 2)

The Office of the Prime Minister

The Cabinet Office

The Ministry of Finance and Planning

The Ministry of Local Government, Community Development and Sport

The Jamaica Information Service

The Planning Institute of Jamaica

The National Works Agency

The Ministry of Agriculture

The Ministry of Commerce, Science and Technology

The Ministry of Education, Youth and Culture

The Ministry of Health

The Ministry of Water and Housing

The Accountant-General's Department

The Bank of Jamaica

The Urban Development Corporation

The Ministry of Foreign Affairs and Foreign Trade

The Ministry of Justice

SCHEDULE, *contd.*

The Ministry of Labour and Social Security

The Ministry of National Security

The Ministry of Transport and Works

The Ministry of Industry and Tourism

The Administrator-General's Department

The National Housing Trust

The Clarendon Parish Council

The Hanover Parish Council

The St. Catherine Parish Council

The St. James Parish Council

The Ministry of Land and Environment

THE ACCESS TO INFORMATION ACT

REGULATIONS
(under section 37)THE ACCESS TO INFORMATION REGULATIONS, 2003
(Made by the Minister on the 17th day of October, 2003)

L.N. 3/2004

1. These Regulations may be cited as the Access to Information Regulations, 2003. Citation.
2. In these Regulations— Interpretation
- “applicant” means a person who applies for access to an official document;
- “responsible officer” means a person, whether employed on contract or otherwise, who is attached to a public authority, is responsible for administering the process of access to information and whose duties are specified in regulation 4.
3. Every public authority shall cause to be appointed a responsible officer. Appointment of responsible officer
4. The functions and duties of the responsible officer, for the purposes of these Regulations, shall include— Duties of responsible officer.
- (a) the acknowledgment of the receipt of applications for access to official documents;
 - (b) electronically recording or putting in writing, oral requests received;
 - (c) conducting interviews with applicants, where necessary, in order to ensure proper identification of the official documents being requested;
 - (d) conducting an initial review of each requested document under the Act in order to determine whether any such document is to be released;
 - (e) examining a requested document to determine whether—
 - (i) that document is an exempt document;
 - (ii) that document contains exempt matter;
 - (iii) that grant of access to that document should be deferred; or
 - (iv) the form of access requested would be in breach of the Copyright Act;
 - (f) keeping applicants for access to official documents fully informed of the status of their requests;

- (g) providing access to non-exempt official documents to applicants as provided under the Act;
- (h) providing advice to the Permanent Secretary in a Ministry or a principal officer in other public authorities for the purpose of identifying exempt matter or an exempt document in accordance with the provisions of the Act;
- (i) informing an applicant, in writing, that a requested official document is exempt or contains exempt matter, or that access to the document will be deferred and indicating to that applicant the basis for the exemption or deferral;
- (j) assisting with the implementation of all decisions in accordance with the Act and any other relevant enactment;
- (k) maintaining knowledge of the Act, laws relevant to the administration of the Act and laws affecting records and information management;
- (l) informing applicants when it is known that an official document requested is already published, and if requested, providing access to such a publication in accordance with existing relevant administrative procedures or statutes;
- (m) coordinating throughout the public authority information required to be published under section 4 of the Act;
- (n) publishing in a newspaper circulated in the Island a notice indicating the gazetted date of the initial and subsequent statements of a public authority's organization and functions pursuant to section 4 of and the First Schedule to the Act;
- (o) the transferring of applications and keeping the applicant informed as to the status thereof;
- (p) anything required by the Act or these Regulations to be done.

5. The responsible officer may from, time to time, delegate such of his duties as may be necessary.

6. The Permanent Secretary of a Ministry or a principal officer of a public authority, shall cause to be published in the *Gazette*—

- (a) an initial and subsequent statements on the organization and functions of the public authority pursuant to section 4 of and the First Schedule to the Act;
- (b) whenever a change occurs in the subjects handled by the public authority, or in its functions, a statement as to such change.

7. The responsible officer shall cause a record to be made of all applications made under section 7 and section 24 of the Act.

Delegation
of duties.

Publication
of initial
statement.

Record of
applications.

8.—(1) Where an application is made by telephone or other electronic means to a public authority for access to an official document, the responsible officer shall immediately take the necessary measures to record and store the receipt of such application on the application form set out as Form 1 in the Schedule.

Applications by telephone, other electronic means and in writing

Schedule, Form 1.

(2) An application in writing for access to an official document may be made to the relevant public authority in the form set out as Form 1 in the Schedule.

9. A responsible officer shall provide such assistance as may be necessary for a person to prepare a written application for access to an official document where that person informs a public authority of his desire to apply for access to such a document but is unable to do so on his own as a result of his—

Assistance to make written applications.

- (a) inability or limited ability to read or write English; or
- (b) mental or physical disability, or other condition that impairs his ability to make a request by other means.

10. Where—

- (a) access to an official document has been granted and the cost of reproducing that document is not paid within the specified time as was mutually agreed; or
- (b) the public authority receives an application for the waiver, remission or reduction of such cost,

When time ceases to run.

time shall cease to run until the cost is paid or the waiver, remission or reduction is granted, as the case may be.

11. Upon receipt of an application for access to an official document, the responsible officer shall—

Responsible officer to determine whether official document is already published.

- (a) examine the application to determine whether the information requested is already published;
- (b) if the information is already published, inform the applicant accordingly;
- (c) process the application for an official document in accordance with the provisions of regulation 4(d).

12. Upon receipt of an application for access to an official document the responsible officer shall acknowledge receipt of the application or cause it to be acknowledged in writing addressed to the applicant.

Acknowledgment of receipt of application.

13. An application—

- (a) for access to official documents; or

Limit on transfers of application.

(b) for amendment or annotation of personal records.

shall not be transferred from one public authority to another more than three times unless the responsible officer is satisfied that such additional transfers are necessary in the circumstances and this is communicated to and agreed by the applicant.

Access to documents during working hours.

14.—(1) The preparation of official documents by a public authority for the purpose of granting access, and the inspection of, viewing of, listening to or collection of copies of official documents, shall normally be done during the regular working hours of the public authority.

(2) Where access is to be granted to an official document the applicant shall be notified in writing as to—

- (a) the manner in which access to such document will be granted;
- (b) the cost of any reproduction as may have been requested; or
- (c) the location where originals of official documents or copies or transcripts thereof may be inspected, viewed, listened to or collected, as the case may be.

Authentication of official documents.

15.—(1) The responsible officer or his designate shall authenticate copies of all official documents to be released to an applicant.

(2) Such authentication shall be effected by means of the official stamp of the public authority or such other official means as would be appropriate and practicable, having regard to the nature of the official document.

Quality of copied documents.

16. Where an applicant requires access to an official document in the form of a copy and the condition of the official document is such that it would yield a copy of poor quality, the applicant shall be informed accordingly and an alternative form of access suggested.

Factors preventing access, and certificate of exemption.

17.—(1) An applicant may be denied access—

- (a) to an official document in any case where—
 - (i) that document is an exempt document;
 - (ii) public disclosure of such a document is otherwise prohibited under the Act or under any other enactment; or
- (b) to any part of an official document which contains exempt matter.

Schedule Form 2.

(2) Every certificate required to be issued under section 23 of the Act shall be in the form set out as Form 2 in the Schedule.

(3) The responsible officer shall, not later than fourteen days after the issuance of a certificate under section 23 of the Act, publish in the *Gazette* a notice indicating the issuance of such certificate.

18.—(1) In any case where the personal privacy of a person may be affected by the grant of access to an official document, the responsible officer shall consult, if possible, with that person or his representative to determine whether access would involve unreasonable disclosure of information relating to that person.

Notification of person who may be affected by grant of access.

(2) Where it is determined that access is to be granted to an official document, in circumstances where the personal privacy of a person may be affected by the grant of access, such person, or his representative, is to be entitled to a copy of the document to which access has been granted.

19.—(1) An application pursuant to section 24 of the Act for amendment or annotation of an official document containing personal information about the applicant shall be accompanied by evidence that the official document is incomplete, incorrect, out of date or misleading.

Application for amendment, etc., of personal record.

(2) The responsible officer shall, if he considers it necessary, require the applicant to provide such additional evidence and documents as the responsible officer considers necessary in support of the application for amendment or annotation.

(3) Where a public authority amends an official document under section 25 of the Act the amendment shall be done in such manner as not to obliterate the text of the documents or any part thereof.

(4) An amendment under paragraph (3) shall appear at the side of the document being amended or such other distinct place on the document, with a notation attesting to the amendment.

(5) An application to a public authority for an amendment or annotation of an official document may be made in the form set out as Form 3 in the Schedule.

Schedule Form 3.

20.—(1) The cost of reproduction of official documents shall be the cost prescribed by order pursuant to section 37 of the Act.

Cost of reproduction.

(2) A public authority shall display, in such a manner as to bring to public notice, the costs prescribed for the reproduction of official documents.

(3) The cost of reproduction shall be paid by such method as the public authority shall specify and shall include payment by cash, cheque or electronic bank cards.

21.—(1) An applicant may make a written application to the responsible Minister requesting a reduction, remission or waiver of the cost of reproduction of official documents.

Request for waiver, reduction, etc.

(2) The application under paragraph (1) shall specify the reasons for such a request.

(3) Where the responsible Minister considers it necessary he may request such further information to more effectively make a decision.

SCHEDULE

(Regulations 8, 17 and 19)

FORM 1

(Regulation 8(1) and (2))

Reference No

(For Internal Use Only)

THE ACCESS TO INFORMATION ACT

APPLICATION FORM FOR ACCESS TO OFFICIAL DOCUMENT

(Please use a separate application form for each document requested)

1 Title of Public Authority

(Please state the title of the public authority from which you are requesting the document)

2 Name of Applicant:

(Print)

Last First..... Middle

3 Address:

(Please indicate the address to which correspondence related to your application should be sent)

Mailing Business

Tel. Fax Tel..... Fax

Email Other

4 Description of Document

(Please state all information available to you which will assist us in filling your request quickly)

Name/Type of Document (if known)

Reference/File No. (if known)

Other

FORM 1, contd.

5. I would like to:

(Please check the relevant box(es)).

- inspect the document
- listen to the document
- view the document
- have a copy(ies) of the document made available to me in the following format:
- photocopy
- compact disc
- diskette
- transcript
- other (please specify).....

Number of copies required:.....

Please note that:

- payment will be required before copies are made;
- information on available formats and prices per copy may be obtained from the relevant public authority;
- where the provision of copies in the requested format is not possible, an alternative format, as may be agreed between the parties, will be made available.

..... Date.....

Signature of Applicant

Note: Responsible Officers should complete a Memorandum of Attestation and Verification if an Application is completed by him/her on behalf of the Applicant.

THE ACCESS TO INFORMATION ACT, 2002

Certificate of Exemption

In accordance with S 23 of the Access to Information Act, this is to certify that the

official document

part (s) of the official document

requested under Application for Access to Official Document Reference Number.
dated and being the document described hereunder
(describe exempt document or exempt part(s) of document)

.....
.....
.....

is/are exempt pursuant to *(state relevant section)* of the Act for the following reasons:

.....
.....
.....

Dated this..... day of....., 20.....(year)

Signed:
Prime Minister

Signed
Minister of
(insert name and title of relevant Minister)

Reference No.

(For Internal Use Only)

THE ACCESS TO INFORMATION ACT
Application Form for Amendment/Annotation of Personal Record
(Please use a separate application form for each document requested)

1. Title of Public Authority:

(Please state the title of the public authority from which the request for amendment/annotation is being directed).

2. Name of Applicant:

(Print)

Last First Middle

Alias(es) (if any)

3. Address:

(Please indicate the address to which correspondence related to your application should be sent).

Mailing Business

.

.

Tel Fax. Tel. Fax

Email Other

.

.

4 I require an amendment/annotation of the official document stated below as the information which it contains about me is

(identification may be required)

Incomplete

Incorrect

Out of date

Misleading

FORM 3, contd.

5. Description of Document:

(Please state all information available to you which will assist us in filling your request quickly).

Name/Type of Document (if known)

Reference/File No (if known).....

Other

6. The information in respect of which the above claim is being made indicates that

.....
.....
.....

7. State the basis of your claim

.....
.....
.....

8. The amendment(s) required is/are:

.....
.....
.....

9. The annotation(s) required is/are *(state the information which would render the document described at 5 above, complete, correct, up to date or not misleading and attach the statement, signed by you, to this application).*

Note: Please submit any documents/evidence in support of the amendment/annotation requested

..... Date.....
Signature of Applicant

Note: Responsible Officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the Applicant.

THE ACCESS TO INFORMATION ACT
REGULATIONS
(under section 37)

**THE ACCESS TO INFORMATION (COST OF REPRODUCTION OF OFFICIAL
DOCUMENTS) REGULATIONS, 2003**
(Made by the Minister on the 5th day of December, 2003)

L.N. 4/2004

1. These Regulations may be cited as the Access to Information (Cost of Reproduction of Official Documents) Regulations, 2003.

2. The cost of reproduction of an official document specified in the Schedule shall be payable by an applicant.

Schedule

SCHEDULE	(Regulation 2)
Format	Cost
Photocopy	\$10.00 per page
Transcript	\$60.00 per page
Computer print out	\$10.00 per page
Photographs	
Black and White	
5"x 7"	\$400.00
8"x 10"	\$500.00
11"x 14"	\$1,200.00
16"x 20"	\$2,000.00
Colour	
5"x 7"	\$300.00
8"x 10"	\$400.00
11"x 14"	\$2,000.00
16"x 20"	\$3,000.00
Audio cassette	\$300.00 per cassette
Video cassette	\$500.00 per cassette
Diskette	\$20.00 per diskette
Compact disc	\$35.00 per disc
Paper to Braille	\$60.00 per Braille page
Diskette to Braille	\$40.00 per Braille page
Microfilm duplication (35mm)	\$1,500.00 per roll of 100ft microfilm; minimum order of 10 ft at a cost of \$150.00
Microfilm duplication (16mm)	\$380.00 per roll of 100ft microfilm; minimum order of 10ft at a cost of \$38.00
Microfilm print out	\$20.00 per page

THE ACCESS TO INFORMATION ACT

RULES

*(by paragraph 12 of the Second Schedule)*THE ACCESS TO INFORMATION (APPEAL TRIBUNAL) RULES, 2005
(Made by the Appeal Tribunal on the 20th day of July, 2005)

L.N. 98/2005

1. These Rules may be cited as the Access to Information (Appeal Tribunal) Rules, 2005.

Citation.

2. In these Rules—

Interpretation.

“Appeal Tribunal” means the Tribunal constituted under the Second Schedule to the Act;

“notice of hearing” means the notice of hearing under rule 6;

“party” means any person appealing a decision of a public authority in relation to an application for access to information and the public authority whose decision is being appealed.

3.—(1) An appeal pursuant to section 32 of the Act shall be commenced by notice of appeal in writing addressed to the chairman of the Appeal Tribunal in the form set out as Form 1 in the Schedule.

Notice of appeal Schedule. Form 1.

(2) The notice of appeal shall be lodged with the Appeal Tribunal—

(a) within sixty days after the date of notification to the appellant of the relevant decision or of the decision taken on an internal review; or

(b) where no notification has been given within the period required by the Act, within sixty days after the expiration of that period.

(3) The date of appeal shall be the date when the notice of appeal is lodged with the Appeal Tribunal.

4. Upon receipt of a notice of appeal, the Appeal Tribunal shall—

Acknowledgment of notice of appeal.

(a) cause a receipt in acknowledgment thereof to be issued to the appellant;

(b) cause to be issued to the public authority whose decision is being appealed copies of the notice of appeal and any supporting documents lodged by the appellant.

5. The Appeal Tribunal may, before fixing a date for the hearing of an appeal, require the parties to supply such additional information or documents relating to the appeal, as it thinks fit.

Additional information.

6.—(1) The Appeal Tribunal—

Notice of hearing

(a) may fix a date, time and place for the hearing of an appeal; and

- (b) shall cause to be served a notice of hearing, informing the parties and any attorney-at-law representing a party of the date, time and place so fixed and of the list of documents required under rule 7.

(2) A notice of hearing shall be served not less than fourteen days before the date fixed for the hearing of the appeal (hereinafter called the hearing date).

List of documents for hearing

7.—(1) A notice of hearing shall require each party to provide to the Appeal Tribunal and to every other party a list of all documents on which the party proposes to rely.

(2) The lists shall, unless otherwise ordered by the Appeal Tribunal, be provided by the parties at least ten days before the date fixed for the hearing.

Inspection of documents

8.—(1) Each party may inspect the documents included in the list provided by any other party.

(2) A copy of any document included in the list of a party shall, on the application of the party requiring it, be provided to that party by the other within three days after the receipt of the request.

Proceedings in absence of parties.

9. The Appeal Tribunal may on the hearing date, upon proof of service of the notice of hearing, proceed to hear and determine the appeal notwithstanding that any or all of the parties fail to appear at the hearing.

Application for reconsideration.

10.—(1) Where the Appeal Tribunal has proceeded in the absence of any or all of the parties, a party may, within one month from the pronouncement of the findings and order, apply to the Appeal Tribunal for a reconsideration of the matter upon giving notice to every other party.

(2) The Appeal Tribunal, after reviewing an application before it, and in any case where it is satisfied that the matter should be reconsidered, may—

- (a) make any decision which had been or could have been made on the original application;
- (b) grant the application upon such terms as to costs or otherwise, as it thinks fit, so, however, that the Tribunal shall not nullify a certificate issued under section 23.

(3) Upon the reconsideration of an appeal, the Appeal Tribunal may amend, vary, add to or reverse its findings or order made on or in relation to the hearing.

Appearance before Tribunal. Hearing of appeal.

11. Each party shall be entitled to appear before the Appeal Tribunal in person and may be accompanied and represented by an attorney-at-law.

12. At the hearing of the appeal, the Appeal Tribunal shall enquire into the grounds of appeal and may—

- (a) hear evidence from the parties and any witness; and
- (b) seek the advice of any person who, in the opinion of the Appeal Tribunal, is able to assist the Appeal Tribunal in its deliberations.

13.—(1) Subject to paragraphs (2) and (3), the Appeal Tribunal may, in its discretion, either as to the whole case or as to any particular fact or facts, proceed and act upon evidence given by affidavit.

Proceedings on evidence by affidavit.

(2) Unless the Appeal Tribunal is satisfied that—

- (a) the affidavit is purely formal; and
- (b) requiring the attendance of the deponent is made with the sole object of causing delay, any party may require the attendance upon subpoena of any person who has sworn an affidavit in the matter for the purpose of giving oral evidence.

(3) Where evidence is to be given by affidavit, the affidavit shall be delivered to the Appeal Tribunal not later than ten days before the hearing date.

(4) Where a party's evidence is to be given orally at the hearing of the appeal, notice of such evidence shall be given by the party to the Appeal Tribunal not later than ten days before the hearing date.

14. A subpoena issued under rule 13 shall be in the form set out as Form 2 or in the form set out as Form 3 in the Schedule, as may be appropriate in the particular circumstances, with such variations as the case may require.

Subpoena. Schedule. Form 2. Form 3.

15.—(1) Subject to paragraph (2), the Appeal Tribunal may, before the conclusion of its hearing—

Adjournment of proceedings.

- (a) adjourn the proceedings; and
- (b) set another date for continuation.

(2) The Appeal Tribunal may of its own motion or upon the application of any party, adjourn the hearing upon such terms as to costs, or otherwise, as appear just to the Appeal Tribunal.

16. The Appeal Tribunal's decision shall be in writing and shall be sent to the parties not later than twenty-one days after the decision.

Appeal Tribunal's decision to be in writing.

17. Unless it otherwise decides, the Appeal Tribunal shall conduct its hearing in public and ensure that its decisions are published in the *Gazette* or in a daily newspaper circulating in Jamaica.

Appeals to be heard in public.

18.—(1) Notes of all proceedings shall be taken by the Appeal Tribunal and any party who has appeared in the proceedings shall be entitled to inspect the original or a copy thereof.

Notes of proceedings.

(2) Every party entitled to be heard upon an appeal against a decision of the Appeal Tribunal shall be entitled to a copy of the notes of appeal on payment of such charges as may, from time to time, be prescribed

under the Act for the reproduction of official documents.

Service of
notice or
documents.

19.—(1) Service of any notice or documents required by these Rules may be effected by personal delivery or by registered post addressed to the party concerned at his last known place of abode or business and proof that such a letter was so addressed and posted shall be proof of service.

(2) Any notice or document required to be given or signed by the Tribunal may be given or signed by an authorized officer or by any person duly authorized by the Appeal Tribunal.

Procedure
and meetings

20. The Appeal Tribunal shall meet at such times and places as it shall determine.

Power to
extend time.

21. Notwithstanding anything to the contrary in these Rules, the Appeal Tribunal may extend the time for doing anything under these Rules.

Tribunal to retain
affidavits.

22.—(1) All affidavits submitted to the Appeal Tribunal shall be filed and kept by the Appeal Tribunal.

(2) The Appeal Tribunal may order that any books, papers or other exhibits produced or used at a hearing shall be retained by the Tribunal until the time for appealing the decision has expired and, if notice of appeal is given, until the appeal is heard or otherwise disposed of.

Consolidation
of appeals

23.— (1) If it appears to the Appeal Tribunal that—

- (a) the facts of two or more appeals before it are similar;
- (b) it is convenient to the parties;
- (c) some common issue of law or fact arises in both or all of the appeals;
- (d) no prejudice will result from consolidating the appeals; and
- (e) the requisite notice is given,

the Appeal Tribunal may order that the appeals be consolidated.

(2) Subject to paragraph (1), the Appeal Tribunal shall give the parties an opportunity to show cause why any appeal should not be consolidated.

Frivolous
appeals.

24.—(1) Where, at any stage of the proceedings, an appeal is found to be unfounded and frivolous or vexatious, the Appeal Tribunal may dismiss the appeal forthwith.

(2) In making a decision under paragraph (1), the Appeal Tribunal shall consider the nature of any injustice or abuse of administrative process, including but not limited to the nature, content, language or subject matter of—

- (a) the request for access or the appeal;
- (b) any prior or contemporaneous requests or appeals by the party
- (c) other verbal and written communications to any agency or any official of any agency from the party making the request or taking the appeal.

25. The appellant, while an appeal is pending may, at any time, withdraw the appeal by forwarding to the Appeal Tribunal a notice of withdrawal signed by the appellant and the Appeal Tribunal shall forthwith inform every other party of the withdrawal.

Withdrawal
of appeal.

SCHEDULE

(Rules 3 and 14)

FORM 1

Notice of Appeal

(RULE 3(1))

IN THE MATTER OF THE ACCESS TO INFORMATION ACT

APPEAL NO.

[Box containing "/20"]

BETWEEN APPELLANT
(insert name of appellant)
AND DEFENDANT
(insert name of public authority)

TO THE APPEAL TRIBUNAL:

TAKE NOTICE that
(full name of appellant,
occupation, address)

appeals against the decision of [.....] contained in a decision
(insert name of public authority)

dated a copy of which is attached to this Notice
(insert date)

- (1) The details of the decision appealed are:
(2) The Appellant challenges the following findings of fact and of the law--
(i) Findings of fact (please indicate the nature of the original request for information and the decision, if known, and date of decisions of the public authority)
(ii) Findings of law (please indicate any legal basis for your appeal)
(3) The grounds of appeal are (state why the public authority's decision should be reversed)
(i)
(ii)
(iii)
(iv)
(4) List of relevant documents and correspondence to be used (if any)
(5) Number and names of witnesses (if any):

FORM 1, cont'd

(6) Legal Representatives (if any)

(indicate the name(s) and address(es) of the person(s) who will make representations on the appellant's behalf).....

.....
.....
.....

(7) I request an early hearing: yes no

If yes, state reasons for request:

.....
.....
.....

(8) Set out any specific power which the Appeal Tribunal is being asked to exercise:

.....
.....

I certify that all facts set out in this Notice of Appeal are true to the best of my knowledge, information and belief.

Dated the day of , 20 .

.....
Appellant's Signature

Filed by (specify name and address, fax, e-mail, of appellant or Attorney-at-Law filing the document).

FORM 2

Order to Testify

(RULE 14)

IN THE MATTER OF THE ACCESS TO INFORMATION ACT

APPEAL NO.

[] /20

BETWEEN APPELLANT
(insert name of appellant)

AND DEFENDANT
(insert name of public authority)

TO:
(insert name and address of proposed witness)

WE COMMAND YOU to attend before the Appeal Tribunal constituted under the
Access to Information Act at
(insert location)

on the day of at the hour of
o'clock in the noon, and so from day to day until the Appeal in the above matter is
heard, to give evidence on behalf of
.....
(name of appellant/defendant)

Dated the day of , 20 ..

.....
Chairman,
Appeal Tribunal

The offices of the Appeal Tribunal is situated at 5 South Odeon Avenue, Kingston 10, Jamaica
W.I. telephone (876) 968-3166, 968-8282, Fax 906-4667. Please address all correspondence to
the Appeal Tribunal to the Chairman.

FORM 3

Order to Produce Documents

(RULE 14)

IN THE MATTER OF THE ACCESS TO INFORMATION ACT

APPEAL NO. [] /20

BETWEEN APPELLANT
(insert name of appellant)

AND DEFENDANT
(insert name of public authority)

To
(insert name and address of person)

WE COMMAND YOU to attend before the Appeal Tribunal constituted under
section 32 of the Access to Information Act at
(insert location)

on the day of 20 at
(time)

o'clock in the fore/afternoon, and so from day to day until the Appeal in the above
matter is heard, to give evidence on behalf of

.....
(name of applicant or respondent)

and also to bring with you and produce at the time and place in this Notice the following
documents (insert list of documents required as evidence)

.....
.....
.....
.....
.....

Dated the day of , 20

Chairman,
Appeal Tribunal

The Secretariat of the Appeal Tribunal is situated at 5 South Odeon Avenue, Kingston 10,
Jamaica W.I. telephone (876) 968-3166, 968-8282, Fax 906-4667. When corresponding with
the Appeal Tribunal, please address forms or letters, to the Chairman and quote the reference
numbers of the appeal