



KeRRA COMMUNICATION PROCEDURE-PM/009/004

PUBLIC/STAFF INFORMATION REQUEST FORM - F/100

1. NAME: .....

2. INSTITUTION/REGION/DEPARTMENT: .....

3. SUBJECT: Request for Information

Clarification/Additional Information

Other (State).....

4. DETAILS: .....

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

(Additional information can be attached)

5. PREFERRED COMMUNICATION MEDIUM: e-mail  Phone calls  Internal memo   
Website  Letter  Other \_\_\_\_\_

6. URGENCY OF INFORMATION (Emergency/Non-Emergency): .....

(Please note that emergency requests only refer to those where human life is at stake or where there is a possibility of a breach of fundamental constitutional rights and freedoms)

7. (FOR INTERNAL INFORMATION REQUESTS ONLY)

Department: .....  
Work Station: .....

8. (FOR EXTERNAL INFORMATION REQUESTS ONLY)

CONTACT PERSON: Self:   
Other Person:   
Name: \_\_\_\_\_  
Designation/Relationship: \_\_\_\_\_  
Phone: .....  
Address: .....  
Email: .....

