



CAPITAL MARKETS AUTHORITY
ACCESS TO INFORMATION REQUEST FORM

(Article 35 of the Constitution of Kenya, 2010 and Sections 8 & 9 of the Access to Information Act, 2016)

REQUEST REFERENCE NO:

A. APPLICANT DETAILS

Full Name/Organization:

National ID/Passport/Certificate of incorporation:

Postal Address:

Telephone Number:

Email Address:

Age: Below (35)

Above (35)

Gender: (Male)..... (Female)..... (Intersex).....

PWD: Yes.....No:

Preferred Mode of Communication:

☐ Email ☐ Post ☐ Telephone ☐ Physical Collection ☐ Other.

B. INFORMATION REQUESTED

Please provide sufficient details to enable the Authority identify and locate the information sought.

Subject/Title of Information:

.....

Description of Information Requested:

.....

.....

Period Covered (if applicable):

From To

Preferred Format of Access:

☐ Electronic Copy ☐ Hard Copy (Cost of reproduction may apply)

- ☐ Inspection of Records
- ☐ Other

PRIVACY NOTICE

The information collected through this form shall be used solely for processing and responding to your request for information and shall be handled in accordance with applicable data protection and access to information laws.

FOR OFFICIAL USE ONLY

Date Received:

Request Reference No.:

Receiving Officer:

Decision:

- ☐ Granted in Full
- ☐ Granted in Part
- ☐ Refused
- ☐ Information Not Held
- ☐ Transferred to Relevant Public Entity

Reasons for Refusal/Partial Disclosure (where applicable):

.....

Date of Decision:

Information Access Officer:

Signature:

IMPORTANT INFORMATION

1. Requests shall be processed in accordance with the Access to Information Act, 2016.
2. The Authority shall respond within **twenty-one (21) days** of receipt of a valid request, subject to any extension permitted by law.
3. Access to information may be limited where the requested information falls within the exemptions provided under the Access to Information Act or any other applicable law.
4. An applicant dissatisfied with the Authority's decision may seek internal review (where applicable) or lodge a complaint with the Commission on Administrative Justice.
5. Applicable reproduction or certification charges, where permitted by law, may be payable before release of the information.