



Reference No. \_\_\_\_\_

**THE ACCESS TO INFORMATION ACT, 2002**  
APPLICATION FORM FOR AMENDMENT/ ANNOTATION OF PERSONAL RECORD  
*(Please use a separate application form for each document requested)*

1. Title of Public Authority Ministry of Finance and the Public Service  
*(Please state the title of the public authority to which the request for amendment/ annotation is being directed).*

2. Name of Applicant:  
*(Print)*  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Alias (es) (if any) \_\_\_\_\_  
*(Please indicate the address)*

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

Mailing	_____	Business	_____
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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- Out of date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

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

\_\_\_\_\_  
Year

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

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