

## REQUEST FOR INFORMATION

Personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.

NAME OF PERSON REQUESTING INFORMATION	PHONE NUMBER	FAX NUMBER
MAILING ADDRESS (IF MAIL OUT REQUIRED)		
PERSON REQUESTING INFORMATION IS FROM: (CHECK ONE AND GIVE DETAILS)		
<input type="checkbox"/> Consulting Firm _____	<input type="checkbox"/> Gov't _____	
<input type="checkbox"/> Industry _____	<input type="checkbox"/> Other _____	
DESCRIPTION OF INFORMATION REQUEST - INCLUDE A DETAILED EXPLANATION & LIST OF ALL INFORMATION REQUIRED AND DATE REQUIRED BY:		

Once received the Branch may contact you for clarification of your information request. Before the information is compiled, the Estimate of Cost to Provide Information is calculated and the Branch will contact you regarding pre-payment of fee. Make cheque payable to the Minister of Finance.

***** FOR OFFICE USE ONLY *****			
Effective November 4, 2009 a Ministry of Finance Directive under Section 47 (1) of the <u>Financial Administration Act</u> was issued which authorized the charging of fees for Information Services. These fees are subject to PST. Make cheque payable to the Minister of Finance.			
Locating and retrieving a record.....	\$15.00 per ¼ hr.	x	= \$ _____
Compiling or producing a report.....	\$15.00 per ¼ hr.	x	= \$ _____
Transmitting Faxes.....	\$2.50 - \$6.50 per page	x	= \$ _____
Supplying copies of documents (photocopied, printed, electronic)			
Letter and legal size sheets (black and white).....	\$0.50 per page	x	= \$ _____
Letter and legal size sheets (colour).....	\$3.00 per page	x	= \$ _____
Misc. (material, disk, mailer, etc.).....	Actual cost	x	= \$ _____
			Subtotal = \$ _____
			PST (7%) = \$ _____
			Shipping = \$ _____
<b>Estimate of Cost to Provide Information TOTAL</b>			<b>= \$ _____</b>
COST RECOVERED (CHECK ONE)			
<input type="checkbox"/> Total Paid in Branch <input type="checkbox"/> Total Paid at Gov't Agent <input type="checkbox"/> <b>No Charge</b> (please initial)			
REQUEST COMPLETED BY	COMPLETION TIME AND DATE	FINAL DISPOSITION OF INFORMATION REQUEST	