

Identification of the Information Officer

Submission of the RTI request to
Information Officer

Confirmation of receipt by Information Officer

immediately

Decision outcome by the IO:
Sharing of information

Decision outcome by the IO:
Information rejected

immediately or within 15 days

Identification of the Chief Officer

Submission of the complaint to
Chief Officer

7 days

Confirmation of receipt the Chief Officer

Decision outcome by the CO:
Sharing of information

Decision outcome by the CO:
Information rejected

7 days

Submission of appeal to
National Information Commission

35 days

Decision outcome
by the National Information Commission

60 days

Submission of appeal to
Court of Appeal

35 days