



## RTI Process

**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**