

How to Seek Information from Federal Public Bodies under the Right of Access to Information Act 2017

You can submit information request by filling in the below form or by providing this information on a plain paper.

RTI Request Form under Right of Access to Information Act 2017

Name of Applicant	
Phone Number	
Address	
Name of Public Body from Which Information is to be obtained	
Subject matter of the information requested	
Information Request (specific questions)	
Date	
Signature	

- Send your application to designated Public Information Officer of the federal public body. If the federal public body has not designated Public Information Officer, send your information request to the head of the public body.
- Send your information request through registered post.
- Keep copy of your request for information and the receipt of the registered post for your record and future reference.
- Requested information should be provided to you within 10 working days.
- If the federal public body finds it difficult to collect the information, it may take extra 10 working days.
- If the requested information pertains to protecting life and liberty of an individual, it should be provided within three working days.



Submitting appeal to Pakistan Information Commission

You can lodge appeal with the Pakistan Information Commission if requested information is delayed or denied, or you are not satisfied with the response of the Public Information Officer or if you think false information has been furnished.

Submitting appeal through Website:

1. Visit www.appeals.rti.gov.pk
2. Fill out the registration form
3. Attach original information request
4. Attach proof of submission of information request
5. Attach other supporting documents, if any
6. Check captcha field
7. Check testify field
8. Click submit

Submitting Appeal through Post:

Send your appeal along your information request, copy of the letter from Public body, (if any), and the receipt of the registered post with your appeal at the following address.

Pakistan Information Commission

1st Floor, National Arcade, A4 Plaza, Near PSO
F-8 Markaz, Islamabad
Phone: 051-9261013, 051-9261014

Submitting Appeal through E-mail:

You can also submit your appeal through the following E-mail address of the Pakistan Information Commission:

appeals@rti.gov.pk

The Pakistan Information Commission will decide on your appeal within 60 days.