

ACCESS TO INFORMATION — REQUEST FORM

For official use only

Access to Information Act

Step 1

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information you are seeking and provide any relevant details necessary to help Export Development Canada find it. If you require assistance, refer to Info Source (Sources of Federal Government Information) for a description of program records held by Export Development Canada or contact its Access to Information Coordinator.

Step 2

Forward the access request to the Coordinator of Export Development Canada. The address is: 150 Slater St. Ottawa, ON K1A 1K3. Enclose a \$5.00 money order or cheque **payable to Export Development Canada**. Depending upon the type or amount of information you are seeking, additional fees may apply.

Step 3

When you receive a response to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Information Commissioner of Canada, should you believe that you have been denied any of your rights under the Act.

Provide details regarding the information being sought

Method of access preferred Copies of originals CD Examine originals in Export Development Canada premises

Name of applicant

Street, address, apartment

City or Town

Province

Postal Code

Telephone number

Email

This request for access to information under the *Access to Information Act* is being made by

- A Canadian citizen, permanent resident or another individual present in Canada, or
- a corporation present in Canada

ATI-0112

Signature

Date