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*Simplifying Trade Processes for Kenya's Competitiveness*

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**Access to Information Request Form**

**Part A (Applicant Information)**

Name of Applicant (Requestor): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Part B (Details of Information)**

Nature/Summary of Information requested for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Information requested for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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**Access to Information Acknowledgement Form**

Reference Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Dear

We hereby acknowledge receipt of your letter/email/inquiry requesting for information about KenTrade.

We will let you know whether we have the information and are able to disclose it to you.

We will endeavour to handle your request within twenty – one (21) working days (excluding Public Holidays). We will inform you should we require additional time to process your request.

Kindly contact the Access-to-Information Desk on [contactcenter@kentrade.go.ke](mailto:contactcenter@kentrade.go.ke) or [info@kentrade.go.ke](mailto:info@kentrade.go.ke) should you have any queries related to your request.

Please remember to quote your reference number above in any future correspondence.

Thank you.

Yours sincerely,

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**KenTrade**