



A Global Leader In Trade Facilitation

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 _____



A Global Leader In Trade Facilitation

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 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,

KenTrade