Unique Identifier No: ……

KENYA ELECTRICITY TRANSMISSION COMPANY

ACCESS TO INFORMATION FORM

Please note the following steps:

Step 1:
Make a decision on whether you need to make an informal request or a formal request under the Information Act of 2016. If it is an informal request, your request to info@ketraco.co.ke or call 0719018000/723128000/0204956000.

Step 2:
If your request is formal under the Access to Information Act 2016, complete this form or make a written request mentioning that the request is made under this Act. Describe the information being requested and provide relevant details to assist KETRACO find it.

Step 3:
Forward your request for information to the KETRACO Information Access Officer (MD&CEO) via email address: info@ketraco.co.ke. Enclose a cheque of Ksh........ payable to KETRACO. You may be asked to pay prescribed fees depending on the type and amount of information being requested.

Step 4:
Once you receive a response to your request, review whether you wish to seek more information under the Act. You have a right to appeal to the commission on Administrative Justice should you believe that you have been denied any of your rights under the Act 2016.

Applicant’s Information

<table>
<thead>
<tr>
<th>Name:………………………………………………………………………………………………………………………………………………………………………</th>
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<tbody>
<tr>
<td>Telephone:………………………………………………………………………………………………………</td>
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<td>Physical Address………………………………………………………………………………………………………………………………………………………………………</td>
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Information requested:

Brief description of the information being sought and purpose:
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Method of access preferred:

☐ receive copies of originals   ☐ examine original in government offices

Signature:……………………………………………Date:…………………………………………………………………………………………………