



REQUEST FOR INFORMATION

Personal information on this form is collected under the **Freedom of Information and Protection of Privacy Act** and will be used only for the purpose of responding to your request.

NAME OF PERSON REQUESTING INFORMATION	PHONE NUMBER	FAX NUMBER
MAILING ADDRESS (IF MAIL OUT REQUIRED)		
PERSON REQUESTING INFORMATION IS FROM: (CHECK ONE AND GIVE DETAILS)		
<input type="checkbox"/> Consulting Firm _____	<input type="checkbox"/> Gov't _____	
<input type="checkbox"/> Industry _____	<input type="checkbox"/> Other _____	
DESCRIPTION OF INFORMATION REQUEST BE SPECIFIC, INCLUDE A LIST OF INFORMATION REQUIRED		

Once received the Branch may contact you for clarification of your information request. Before the information is compiled, the Estimate of Cost to Provide Information is calculated and the Branch will contact you regarding pre-payment of fee. Make cheque payable to the Minister of Finance.

***** FOR OFFICE USE ONLY *****		
Effective June 1, 1995 a Treasury Board directive under Section 47 (1) of the Financial Administration Act was issued which authorized the charging of fees for Information Gathering Services. These fees are subject to GST. Make cheque payable to the Minister of Finance.		
Manual search and retrieval of documents.....	\$7.50 per ¼ hr.	x _____ = \$ _____
Electronic search and retrieval of document.....	\$12.50 per ¼ hr.	x _____ = \$ _____
Compiling or producing a report.....	\$12.50 per ¼ hr.	x _____ = \$ _____
Photocopy charge.....	\$0.25 per page	x _____ = \$ _____
Supply copies by off-site means.....	Actual cost	x _____ = \$ _____
Misc. (material, disk, mailer, etc.).....	Actual cost	x _____ = \$ _____
	Subtotal	= \$ _____
	GST (5%)	= \$ _____
	Shipping	= \$ _____
	TOTAL	= \$ _____
COST RECOVERED (CHECK ONE)		
<input type="checkbox"/> Total Paid in Branch	<input type="checkbox"/> Total Paid at Gov't Agent	<input type="checkbox"/> No Charge (please initial)
REQUEST COMPLETED BY	COMPLETION TIME AND DATE	FINAL DISPOSITION OF INFORMATION REQUEST

4228 REV Feb/08