

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](mailto:info@ketraco.co.ke) or call 07190180000/723128000/0204956000.

**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](mailto: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**

<b>Name:</b> .....	<b>Telephone:</b> .....
<b>Postal Address:</b> .....	<b>Email:</b> .....
<b>Physical Address:</b> .....	

**Information requested:**

<b>Brief description of the information being sought and purpose:</b> ..... ..... ..... .....	
<b>Method of access preferred:</b>	
<input type="checkbox"/> Receive copies of originals	<input type="checkbox"/> Examine original in government offices
<b>Signature :</b> .....	<b>Date:</b> .....