

## How to make a request for information

To make a request for information from a Public Authority, you should initially research the organization where the information is held. This is best done by using the Cayman Islands Government web site [www.gov.ky](http://www.gov.ky); or you can contact the relevant Public Authority's Information Manager (see contact details on the Freedom of Information tab on this web site for the name and contact details for the Information Manager for the ERA); or you can contact the Freedom of Information Unit via the "Contact Us" page on their web site [www.foi.gov.ky](http://www.foi.gov.ky).

You must submit your request in writing – this can be by letter, e-mail or facsimile or on the Freedom of Information Law 2007 Application Form. This form can be down-loaded from the Freedom of Information Unit's web site [www.foi.gov.ky](http://www.foi.gov.ky) or you can collect a copy of this form from the Electricity Regulatory Authority's offices between 8:30 a.m. and 5 p.m. Monday to Friday.

Please be as specific as possible about exactly which record or records you are requesting as this will help in getting you a prompt response to your request. Please include a daytime contact telephone number for you in your request so that you can be contacted as soon as possible if it is necessary to clarify your request.

In your written request you need to state the following:

- Whether you wish to inspect or view the record or records **or**
- In which format you wish to receive a copy or copies of the record or records you ask for if you require a copy or copies - e.g. photocopy, compact disc, diskette, transcript **and**
- The number of copies required for each record