

## **How to make a request for information from the Electricity Regulatory Authority (ERA)**

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 website [www.gov.ky](http://www.gov.ky); or you can contact the relevant Public Authority's Information Manager.

To make a request for information / records from the Electricity Regulatory Authority you should contact the Information Manager by e-mail at [general@caymanera.ky](mailto:general@caymanera.ky) or by mail at:

Electricity Regulatory Authority, P.O. Box 10189 APO, Grand Cayman KY1-1002, CAYMAN ISLANDS.

You must submit your request in writing – this can be by letter, e-mail or on the Freedom of Information Law 2007 Application Form. This form can be down-loaded from the Freedom of Information Unit's website [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 at Suite 14, Grand Pavilion, West Bay Road, Grand Cayman 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