

First Schedule (Application Form)  
(Regulation 3)

**Medicines Authority**

Request for Document/Information Form  
(Freedom of Information Act, Cap. 496)

Details to be filled in by applicant (in case of difficulty assistance will be provided by the [Public Authority's] FOI Officer [contact details to be provided])

*I hereby declare that I am an eligible person in terms of the Freedom of Information Act (Cap. 496), which defines an 'eligible person' as 'a person who is resident in Malta and who has been so resident in Malta for a period of at least five years, and who is either a citizen of Malta or a citizen of any other member state of the European Union or a citizen of any other state the citizens of which have a right, in virtue of any treaty between such state and the European Union, to be treated in Malta in the same manner as citizens of member states of the European Union.'*

Surname:

Name:

Identity Card or Residence Permit No:

Postal Address:

E-mail Address: (required only when document is requested in electronic format)

Body Corporate on behalf of which information is being requested (if applicable):

Description of document / information / decision or recommendation in relation to which information is being requested:

Preferred manner of access to the requested document (please tick as appropriate):  
(To be filled in only in the case of a request for access to a document)

- Inspection of document at [Public Authority]
- Copy or print-out of document
- Electronic copy of document
- Summary or excerpt of document contents (reference is made to Note 7)

\_\_\_\_\_  
Signature (not required if form is submitted electronically)

\_\_\_\_\_  
Date

**DATA PROTECTION STATEMENT:**

Personal data collected in this form is for the purpose to process the request as regulated by the Freedom of Information Act (Cap 496). All personal data will be processed in accordance with the Data Protection Act (Cap 440).

*Notes to applicant:*

- (1) This form is to be filled in by those applicants requesting documents or information, including information in relation to a decision or recommendation made by the Public Authority in their respect.*
- (2) In the case of information requested in relation to a decision or recommendation made by the Public Authority in respect of the applicant, the request must be made within 6 months from the relevant decision or recommendation.*
- (3) Insofar as possible, access to the document shall be provided in accordance with the applicant's preference.*
- (4) In the case of documents that are a recording of sounds and visual images, the [Public Authority] may make arrangements for the applicant to hear or view those sounds or visual images. In the case of documents in shorthand or codified form, a transcript thereof shall be provided.*
- (5) The [Public Authority] undertakes to submit notification indicating whether a request would be met or not in terms of the Freedom of Information Act (Cap. 496) as soon as reasonably practicable, and in any case not later than twenty working days. Such timeframe may be extended by up to forty working days in line with Article 11 of the Freedom of Information Act, in which case the applicant will be given notice of the extension and the reasons thereof.*
- (6) [Information concerning the Public Authority's Internal Complaints Procedure]***
- (7) Fees are charged by [Public Authority] in accordance with the Fees charged by Public Authorities for access to Documents Regulations, 2010.***
- (8) The Freedom of Information Act (Cap. 496) entitles the applicant to address complaints or to seek investigation and review by the Information and Data Protection, as the case may be, following recourse to the Public Authority's internal complaints procedure.*
- (9) Requesting an excerpt or summary of a document may reduce the cost of a particular request whenever the information required is contained in a large document also containing other information that is not relevant to the request.*