

PART D: EXHAUSTION OF INTERNAL REVIEW MECHANISM

(Please state the steps taken to resolve the matter with MRA and the final decision made by MRA)

PART E: NATURE OF THE COMPLAINT (PLEASE CIRCLE OR TICK WHICHEVER IS APPLICABLE)

The complaint relates to

1. Refusal of access to information by MRA
2. Unreasonable fees payable
3. Failure to comply with set time limits by MRA.
4. Any other matter relating to a request for information (Please specify)

PART F: SUMMARY OF REQUEST

(Provide a summary of your complaint and describe the action or events that prompted you to complain. Please indicate, where possible, name of the file or document and dates relevant to the complaint including date when the information was requested and date when the response was received)

PART G: TYPE OF ASSISTANCE REQUESTED

(Describe the type of assistance sought from the Commission)

Signed at _____ this _____ day of _____ year _____

Signature of complainant _____