



KRC/ARM/F6/01

KENYA REINSURANCE CORPORATION LIMITED
Global Partner in Securing Risk

ACCESS TO INFORMATION FORM

STEPS TO FOLLOW

1. Decide if you want to make a request under the Access to information Act 2016. Send the request to kenyare@kenyare.co.ke
2. Complete this form or a written request. Describe the information being sought and provide relevant details to assist the Corporation find it.
3. Forward the access request to the Corporation’s Information Access Officer. The address is kenyare@kenyare.co.ke
4. When you receive an answer to your request, review the information to determine whether you wish to make any further request under the Act 2016. You also have the right to complain to the Access to information should you believe that you have been denied any of your rights under the Act 2016.

Date	Name of Applicant	Contacts and telephone number of applicant	Type of information requested	Method of access preferred:	Signature of applicant
				1. Receive copies of original	
				2. Examine original copies in the office	