

PATI Request Guidance Note

Pursuant to section 12 of Public Access to Information Act (“PATI”) any person who is either Bermudian or a resident of Bermuda has a right to be given access to any record that is held by a public authority, other than an exempt record. The Regulatory Authority of Bermuda (the “Authority”) will make every effort to assist a person in connection with a request and respond to requests completely, accurately and in a timely manner. A requester is not required to give any reasons for making a request and the identity of the requester shall be kept confidential except with the consent of the requester.

A request for access to a record that the Authority holds must be made **in writing** to the Authority.

The request:

- must identify the record or contain sufficient information to enable the Authority to identify the record;
- may specify in which form or manner you wish to be given access, including:
 - a copy of the record;
 - a transcript of the information;
 - an electronic machine-readable device or other electronic device that contains the information;
 - a reasonable opportunity to hear or view the record, where the record is of sound or visual images;
 - a decoded copy of the information, where the information is in shorthand or another code; or
 - such means as may be determined by the Authority.
- shall be acknowledged by the Authority within five (5) working days after receipt of the request.

Please consult sections 13 and 17 of the Public Access to Information Act (“PATI”) for further detail.