## 10 Access application transfer – letter to transferee

[Date]

Our reference: [agency reference]

[Name]  
[Address]  
Via email only: [Email address]

Dear FOI coordinator

**TRANSFER OF ACCESS APPLICATION**

I am writing to you to seek your agreement that [agency name] holds information that relates to an access application made under the *Freedom of Information Act 2016* (FOI Act), dated [date of access application].

A copy of this application, which our agency received on [date received] is at Attachment A.

As you will see, the applicant is seeking access to:

‘[quote scope of access application]’

To our knowledge, the information requested is not held by [agency name], but may be held by your agency. As a result, we seek your agreement that you hold this information under section 57(1)(c) of the FOI Act.

Please advise me in writing at [insert positional email address] if you agree that you hold the information by [date].

If you agree, we will transfer the application to you in accordance with section 57(2) of the FOI Act. Your agency will then have an obligation to notify the applicant in writing of the matters listed in section 57(4) of the FOI Act within 10 working days.

If you have any questions or wish to discuss, I can be contacted on (02) XXXX XXXX.

Yours sincerely

[INSERT SIGNATURE BLOCK]