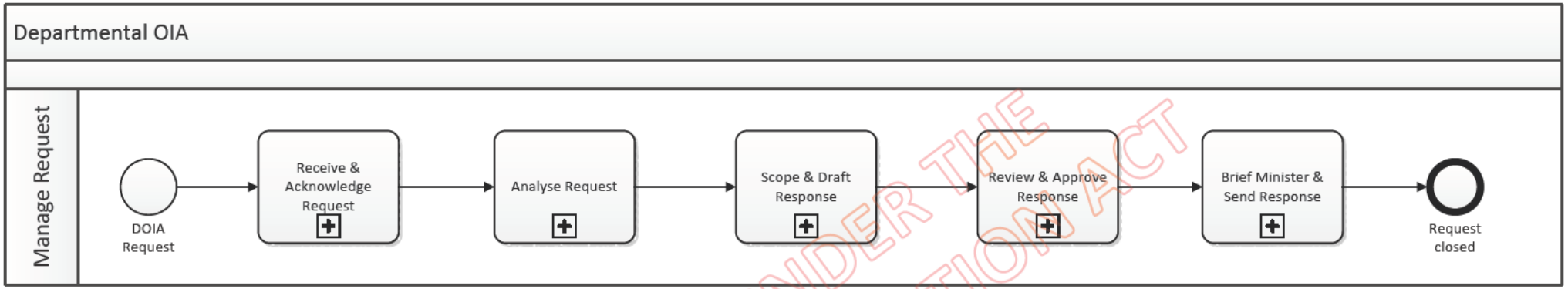

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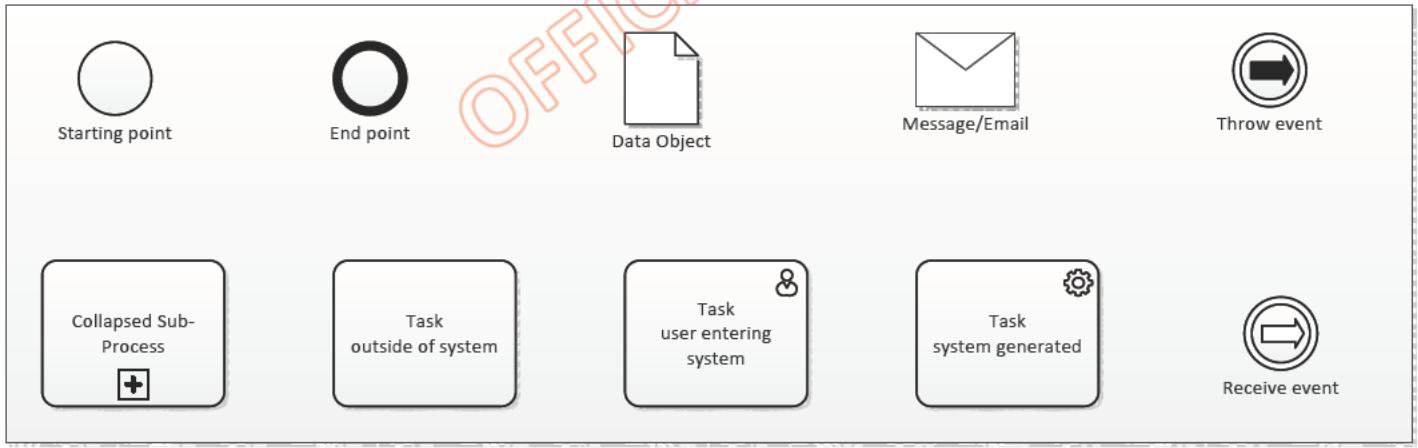

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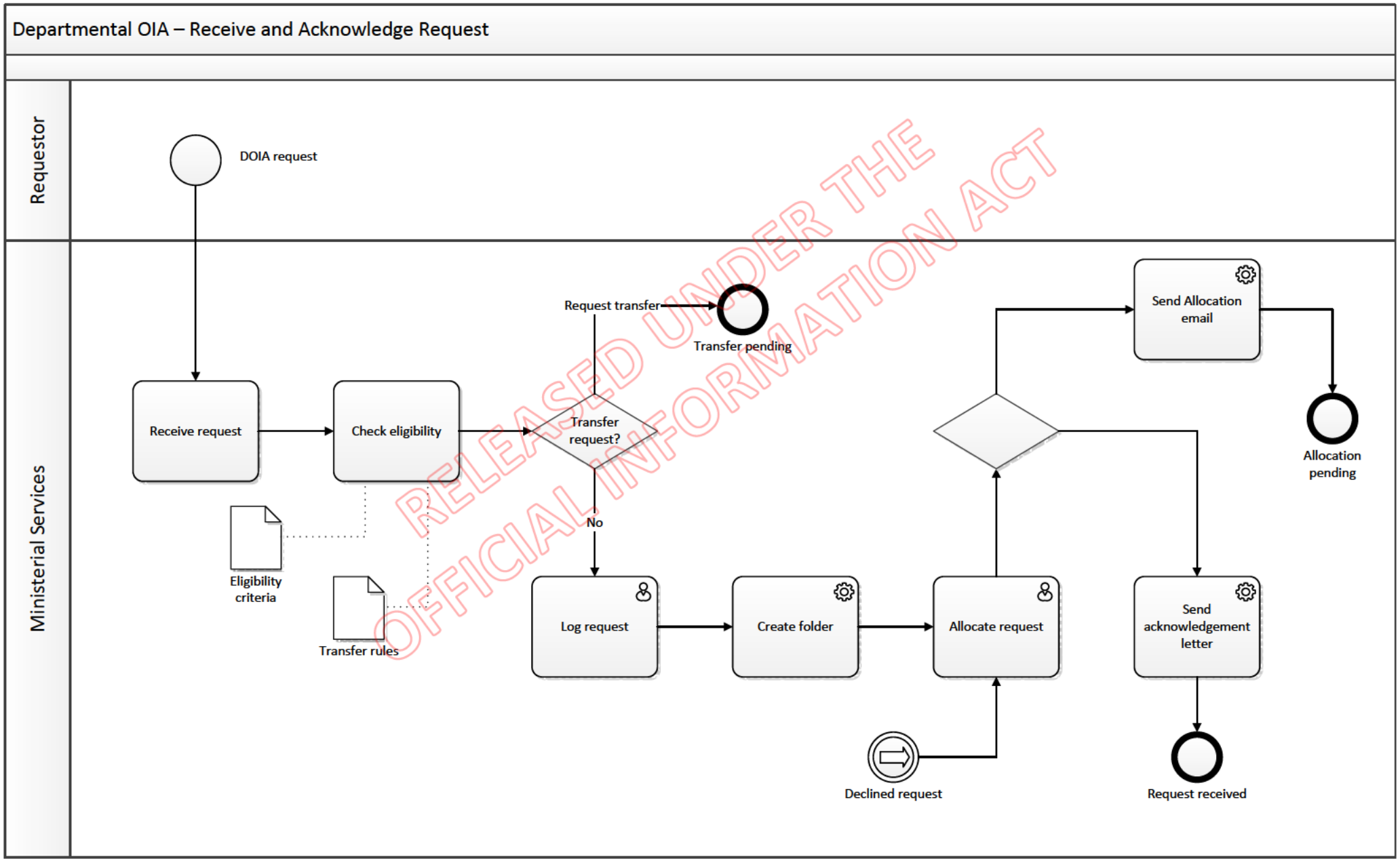
Analyse Request



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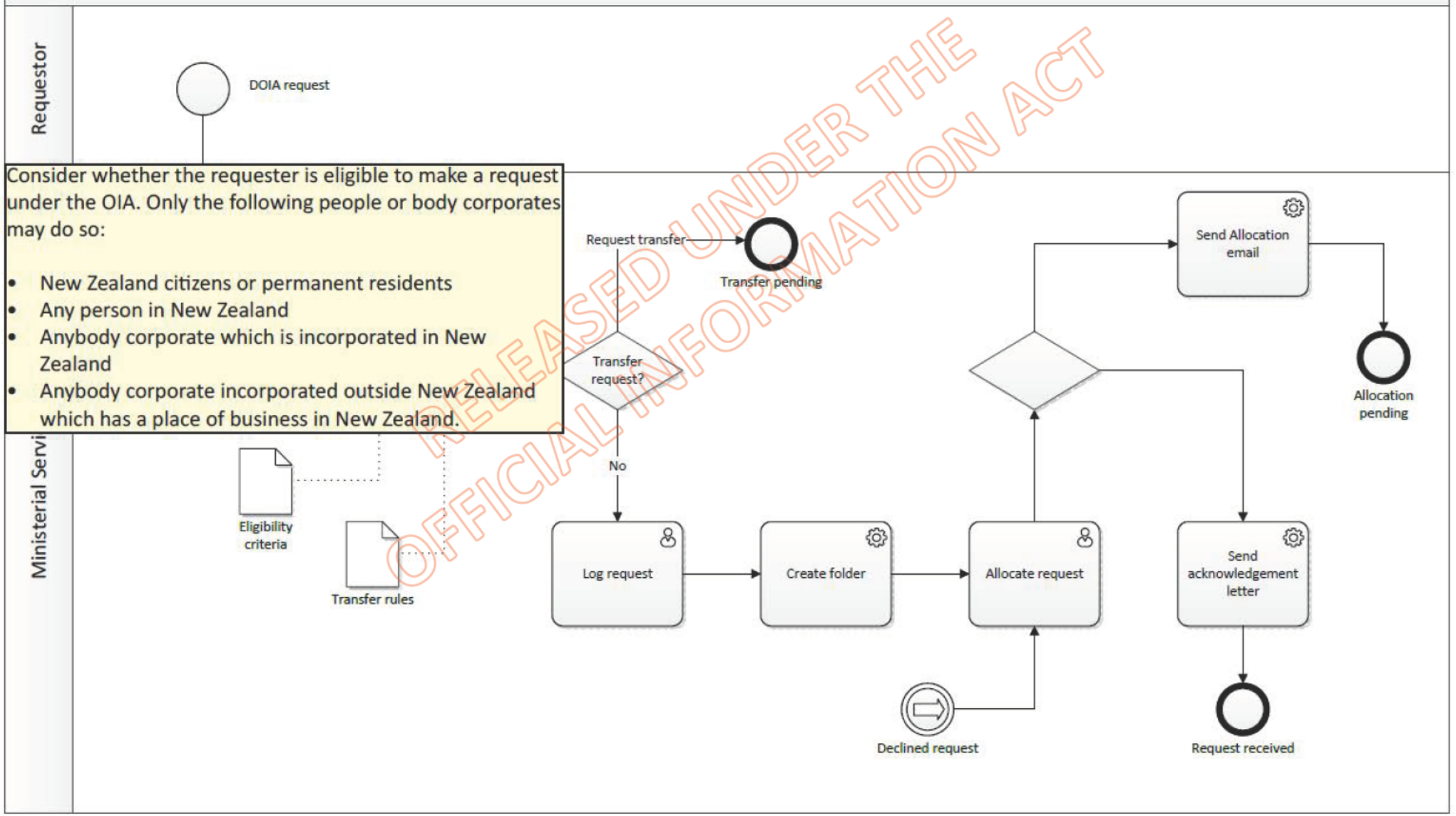
Analyse Request

Departmental OIA – Receive and Acknowledge Request



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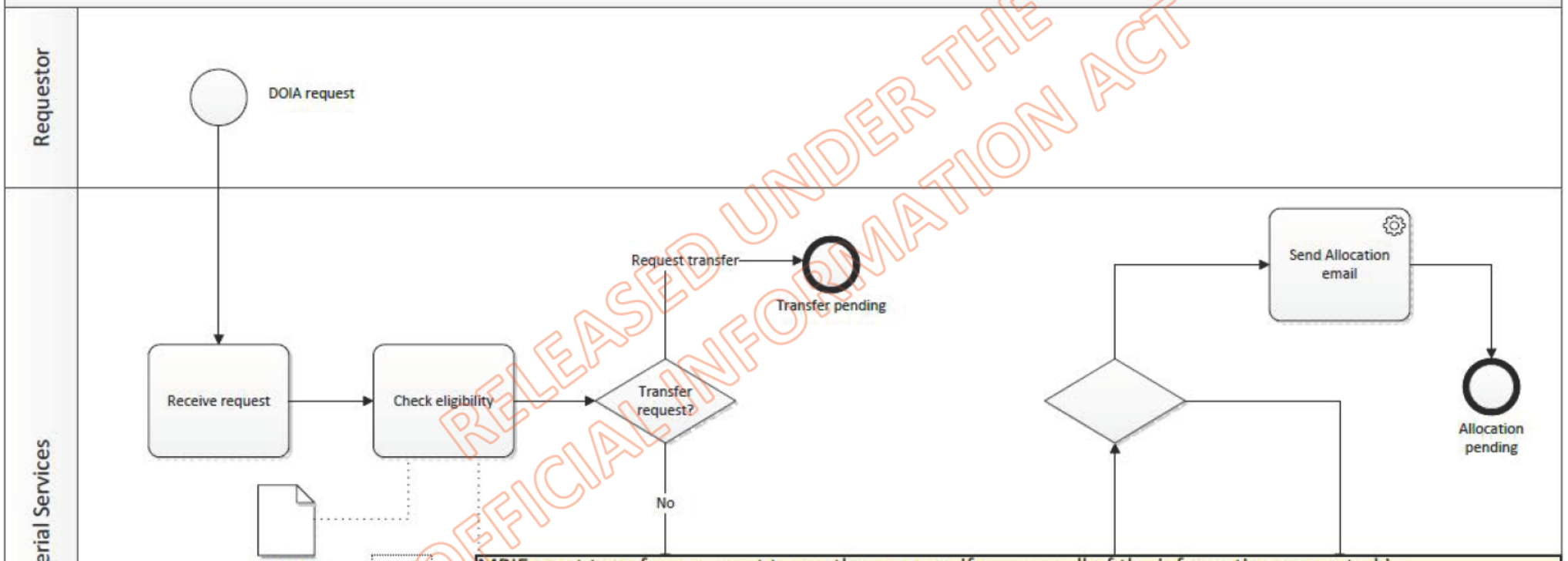
Analyse Request

Departmental OIA – Receive and Acknowledge Request



MBIE must transfer a request to another agency if some or all of the information requested is:

- not held by MBIE, but is believed by the person dealing with the request to be held by another agency
- believed by the person dealing with the request to be more closely connected with the functions of another agency.

Where the above circumstances only apply to part of the information requested, only the relevant part of the request should be transferred, rather than the whole request. The transfer should make it clear what parts of the request are being retained by MBIE, and what parts are being transferred.

Any decision to transfer a request to another agency must be made **no later than 10 working days** after the agency received the request (unless a valid extension of that time is made within 20 working days of the original request).

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Receive & Acknowledge Request

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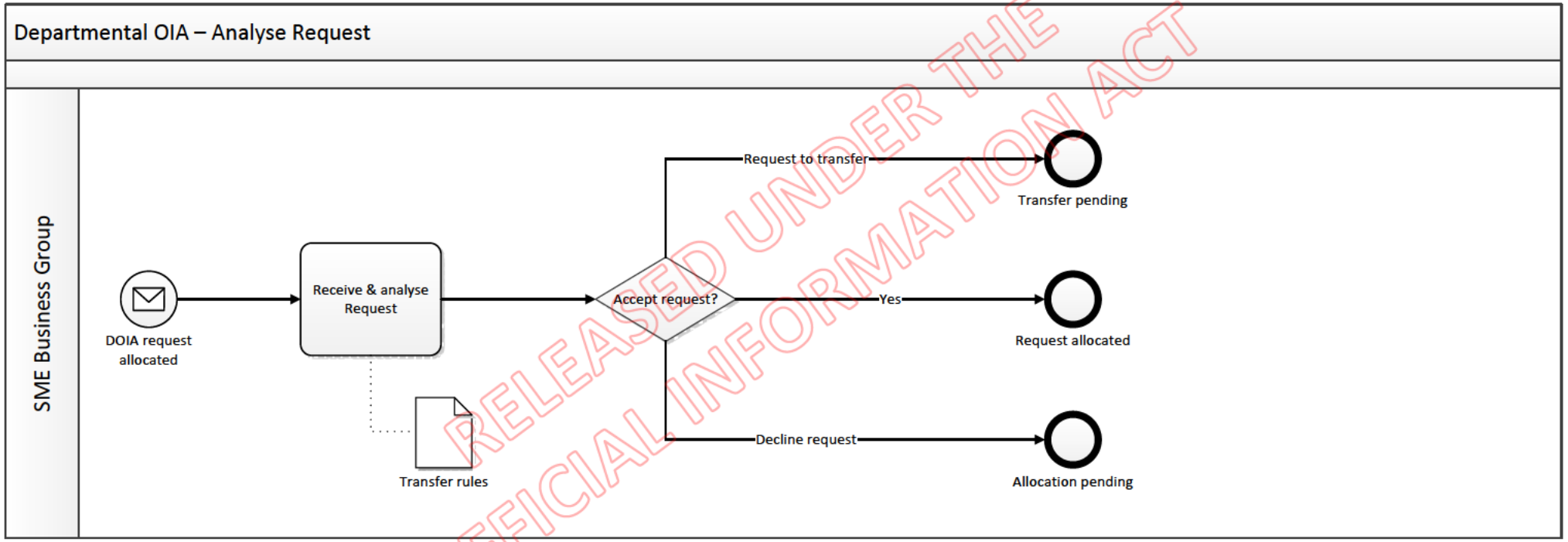
Scope & Draft Response



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Receive & Acknowledge Request

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Scope & Draft Response

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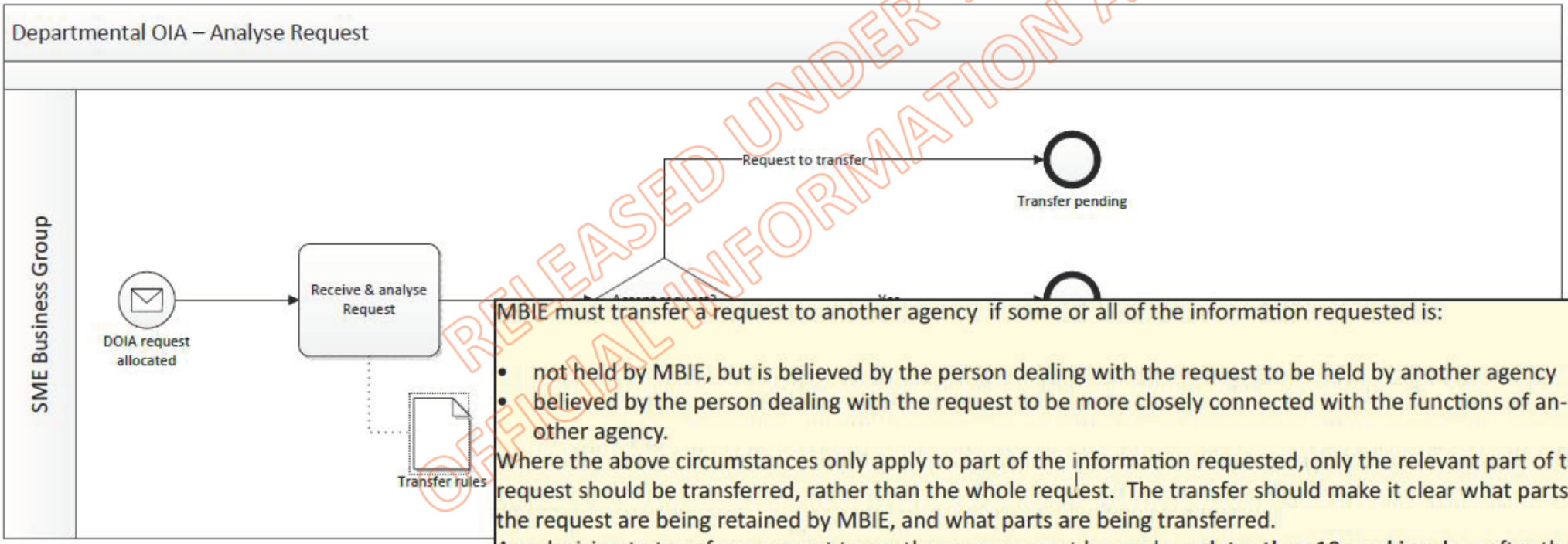

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Analyse Request

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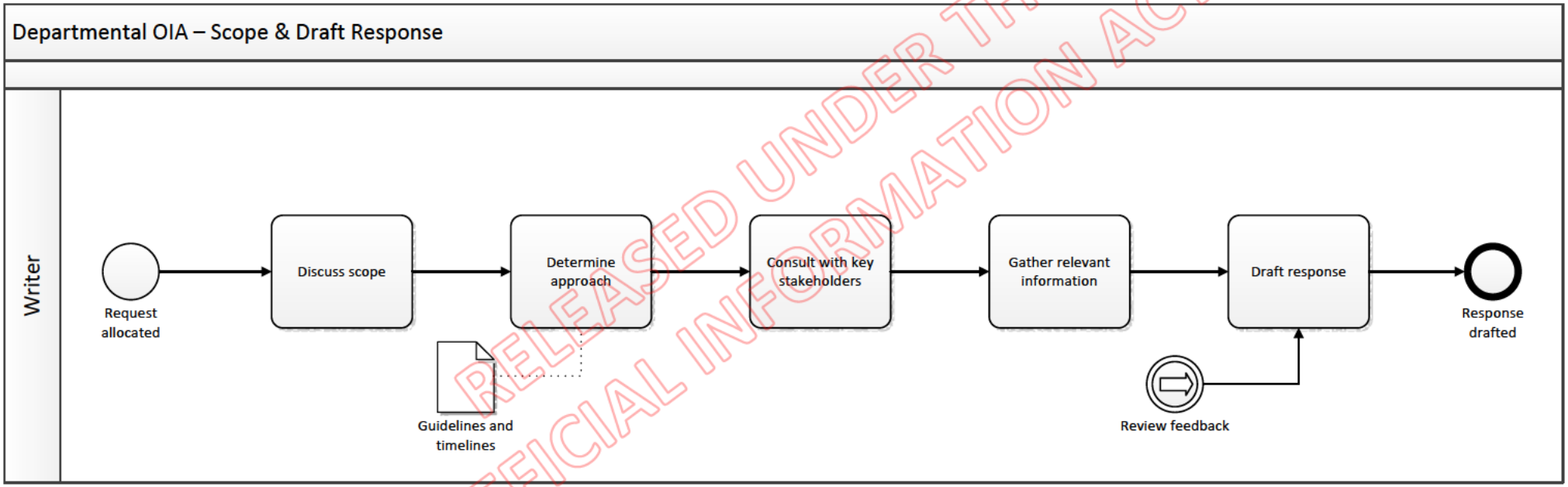
Review & Approve



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Analyse Request

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Review & Approve

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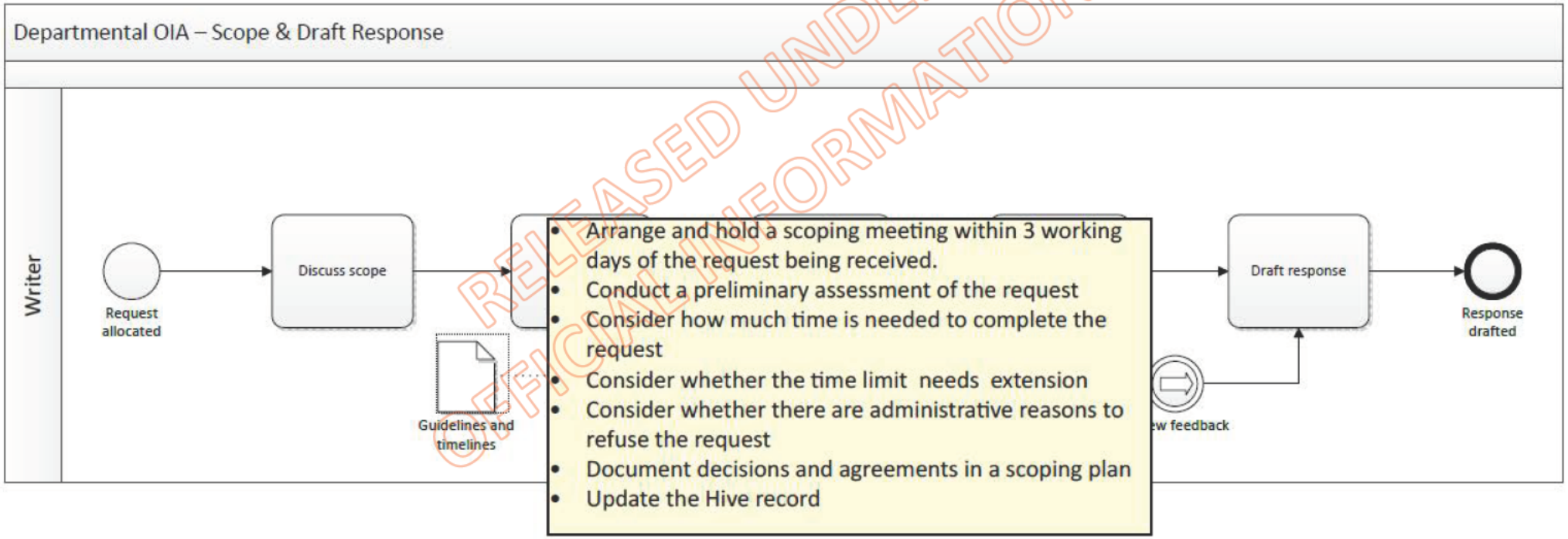

Scope & Draft Response

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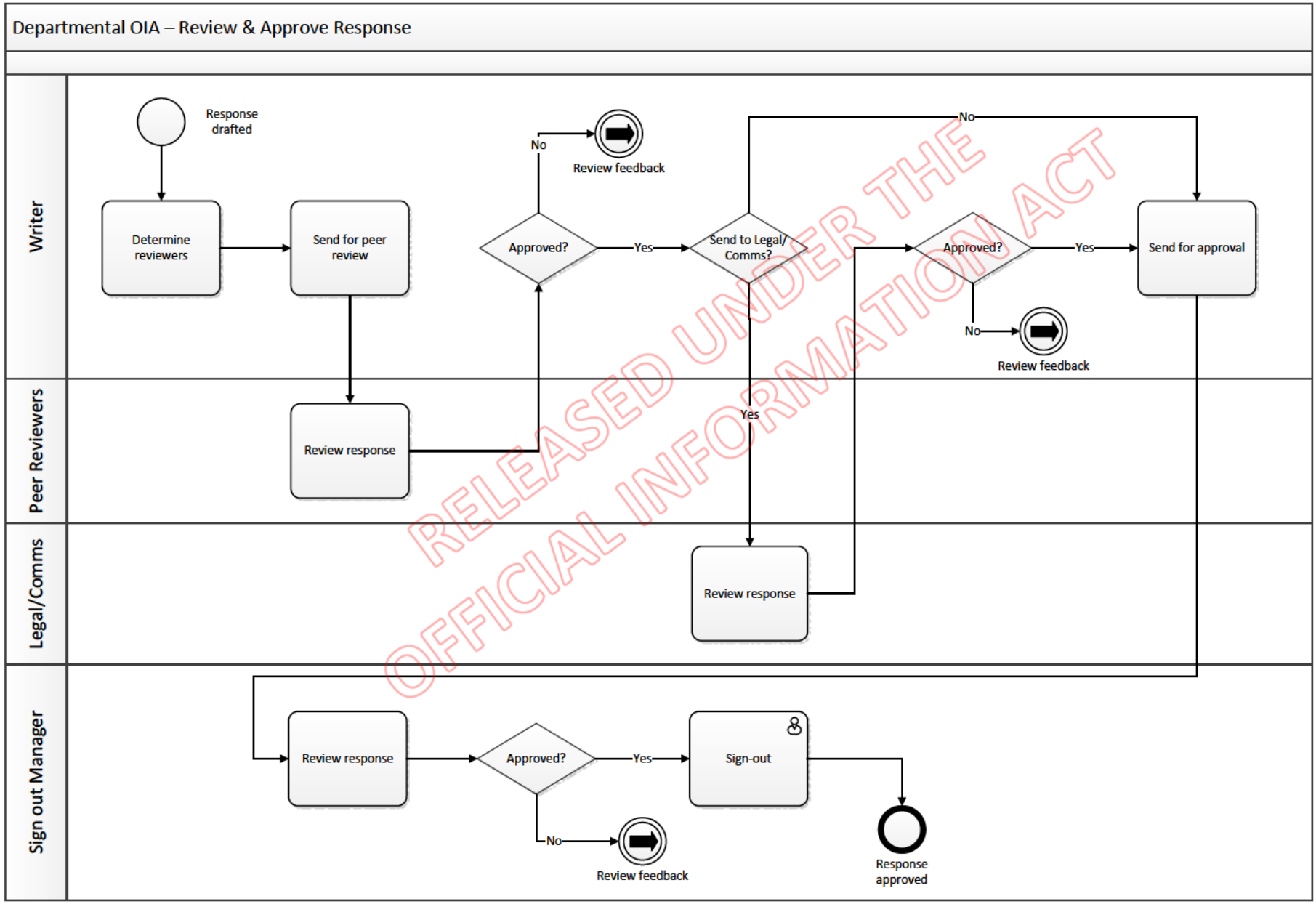
Brief Minister & Send Response



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Review & Approve Response

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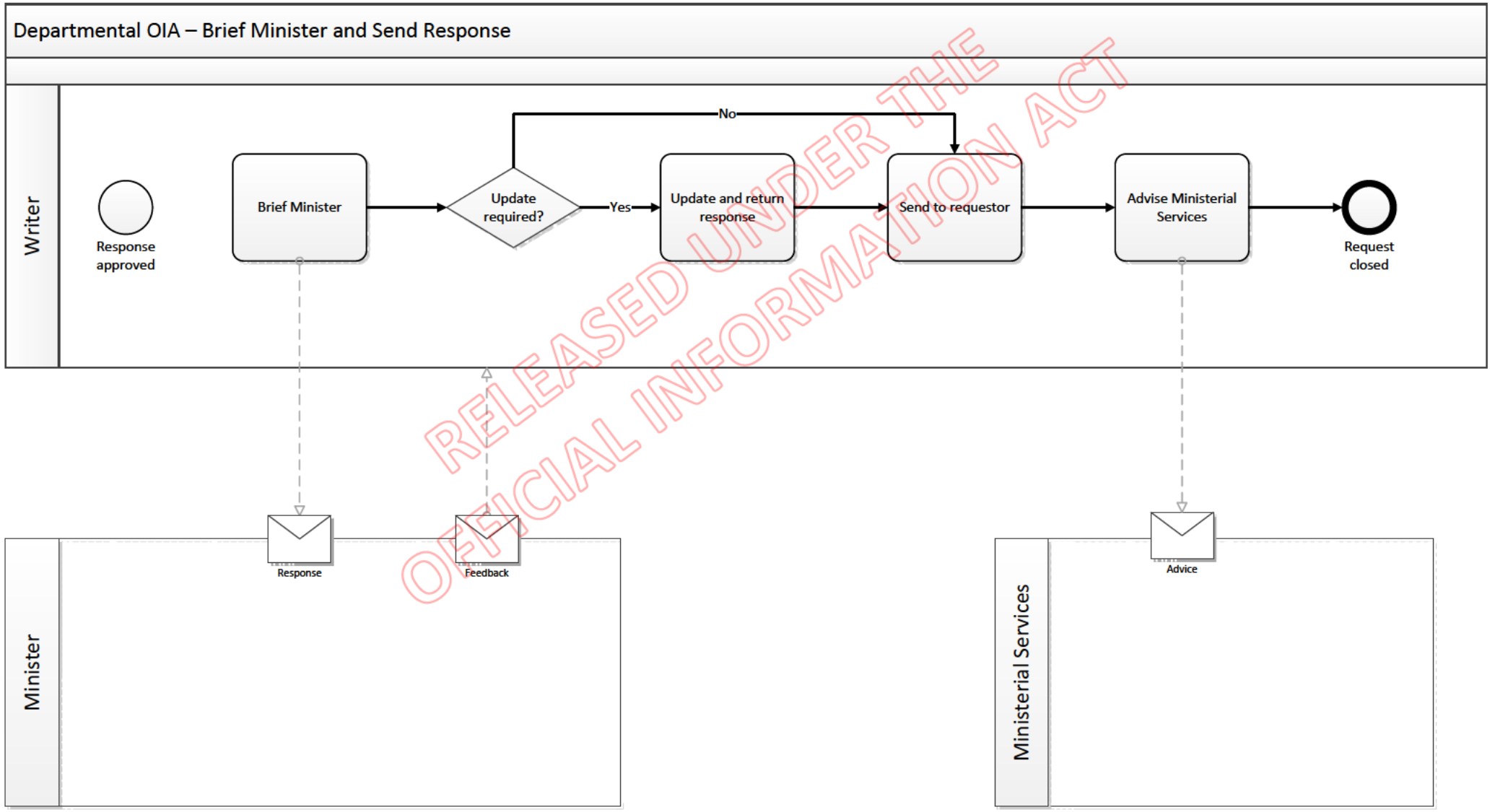

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