

6 January 2017

Dear MRM

**Official Information Act 1982 request – Section 12 Confirmation**

On 2 January 2017, FairWay Resolution (FairWay) received an Official Information Act 1982 request (the Act) from you via the [fyi.org.nz](http://fyi.org.nz) website.

Section 12 of the Act provides that any person may make a request where they are:

- a) a New Zealand citizen; or
- b) a permanent resident of New Zealand; or
- c) a person who is in New Zealand; or
- d) a body corporate which is incorporated in New Zealand; or
- e) a body corporate which is incorporated outside New Zealand but which has a place of business in New Zealand.

FairWay requires more information to establish compliance with Section 12 of the Act. An original of any one of the following documents is acceptable as confirmation of your eligibility:

- A recent utility bill (such as power, gas, water, phone or internet services)
- Council rates notice
- A letter from the Electoral Office
- Anything from a government agency that includes your name and address
- Unexpired Rental or Tenancy Agreement

Please respond within five working days from today's date - 13 January 2017. Please send the information to [privacy@fairwayresolution.com](mailto:privacy@fairwayresolution.com) instead of replying via [www.fyi.org.nz](http://www.fyi.org.nz), to ensure these details will not be made public online.

Once we have received this additional information from you, and we are satisfied that the requirements of section 12 have been met, we will acknowledge the request and begin to consider its decision under the Act. The 20 working days for making a decision on your request will begin from the day FairWay receives confirmation of your eligibility under Section 12.

Yours sincerely



Rebecca Lee

Complaints Investigation and Privacy Officer