

17 March 2017

Mr David Lawson
fyi-request-5520-90e226bc@requests.fyi.org.nz

Dear Mr Lawson

Official Information Act Request

Thank you for your email of 11 March 2017, requesting information under the Official Information Act 1982 (the Act). You asked for the following information to be provided under urgency:

"A complete copy of the Guide to completing file summary (PDF 59K) which was in effect as at September 2014, which was required to be referred to when ACC employees completed the ACC012 File Summary as part of the Recover Independence Service process".

A copy of the 'Guide to completing ACC12 File Summary form' is enclosed. This document was last updated in February 2011.

You also have the right to complain to the Office of the Ombudsman if not satisfied with the information provided. You can call them on 0800 802 602 between 9am and 5pm on weekdays, or write to *The Office of the Ombudsman, PO Box 10152, Wellington 6143.*

Yours sincerely

Government Services