



National Headquarters

Level 12

80 The Terrace

PO Box 2133

Wellington

New Zealand

Phone +64 4 496 3600

8 February 2018

William

By email: fyi-request-7227-263a5067@requests.fyi.org.nz

Dear William

Information Request – copy of procedures/instructions

I am writing to acknowledge receipt of your information request, dated 7 February 2018 regarding **copy of procedures/instructions**.

In accordance with section 15 of the Official Information Act 1982 we will try to respond to your request as soon as possible and in any event no later than 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

We will contact you if we require further information to clarify, or to enable us to process, your request. If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'L. Robinson'.

Louise Robinson

Ministerial Services Coordinator, Office of the Chief Executive

