

## RECORD OF THE PROCEDURE FOR PROVIDING INFORMATION

pursuant to § 14 Paragraph 6 of Act No. 106/1999 Coll.

Date of request submission:		Handled by:
Applicant:		
Subject of the request:		

### CONTENT OF THE REQUEST:

REFERENCE TO PUBLISHED INFORMATION (deadline: 7 days from submission of the request)		
Notification to the applicant	Date:	Sent on:
DEFERRAL OF REQUEST – the information does not fall within the remit of TBU (deadline: 7 days from submission of the request)		
Notification to the applicant	Date:	Sent on:

### Cost reimbursement

Payment due date (for remaining balance): Paid on (date):                      Amount (CZK): Payment method: Document No.:	
NOTICE TO THE APPLICANT THAT THE INFORMATION WILL BE PROVIDED ONLY AFTER PAYMENT OF COSTS AND REQUEST FOR COST REIMBURSEMENT Sent on (date):	Unpaid:

### a) COMPREHENSIBLE REQUEST

PROVISION OF INFORMATION WITHIN THE STATUTORY TIMEFRAME (deadline: 15 days from the date of request submission)		
Date:	Date of information provided:	
PROVISION OF INFORMATION WITHIN AN EXTENDED TIMEFRAME		
Reason for extension:		
Notification to the applicant of the extension of the deadline (deadline: 15 days from submission of the request)	Date:	Date sent:

Information provided within the extended timeframe (deadline: 25 days from submission of the request)	Date:	Date processed:
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**b) UNCLEAR REQUEST**

SUPPLEMENTATION (CLARIFICATION) OF REQUEST – Unclear request (deadline: 7 days from submission of the request)		
Request for supplementation sent to the applicant	Date:	Sent on:
SUPPLEMENTATION OF THE REQUEST WITHIN THE DEADLINE (deadline: 30 days)		
Date:	Request supplemented on:	
PROVISION OF INFORMATION WITHIN THE STATUTORY TIMEFRAME (deadline: 15 days from supplementation)		
Date:	Information provided on:	
PROVISION OF INFORMATION WITHIN AN EXTENDED TIMEFRAME		
Reason for extension:		
Notification of deadline extension sent to the applicant (deadline: 15 days from supplementation of the request)	Date:	Sent on:
Information provided within extended deadline (deadline: 25 days from supplementation of the request)	Date:	Provided on:

**DECISION**

DECISION TO REJECT THE REQUEST dated: (within 15 or 25 days from submission or supplementation)
APPEAL AGAINST THE DECISION dated: (within 15 days from delivery of the decision)
DECISION BECOMES LEGALLY BINDING on:
REJECTION OF THE DECISION dated:
JUDICIAL REVIEWS:

**COST CALCULATION – Charging for the provision of information**

	Type of cost	Price per unit	Number of units	Total
1.				
2.				
3.				
4.				
5.				
6.				

Request processed on:

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Signature of the person processing the request: