

Info Source

Access to Information Request Form

Protected when completed

For official use only

Access to Information Act

Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of program records held by the institution or contact its Access to Information Coordinator.

Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to *Info Source*. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution
Industry Canada

Provide details regarding the information being sought

Copies of early drafts and most recent draft of chapter 26 of the Manual of Patent Office Practices (MOPOP) drafted for the review of computer implemented inventions and business methods. This should include the draft that was current as of March 2003. List of constituents who were consulted on these drafts, as well as any submissions that were sent to the government in reply to consultations. Copies of policy documents and legal analysis that were used in the drafting of this chapter.

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Russell McOrmond

Street, address, apartment

305 Southcrest Private

City or town

Ottawa

Province

Ontario

Postal Code

K1V 2B7

Telephone number

(613) 262-1237

This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, permanent resident or another individual present in Canada, or

a corporation present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.