

Annex “C”¹

To: The Central Authority of the Philippines

Subject: [Request for Assistance in the (Indicate the Criminal Matter)]

[Indicate the name of the Central Authority (or requesting authority) of (indicate name of the requesting State or jurisdiction), requests the assistance of the appropriate authorities of the Philippines pursuant to (indicate basis of the request)].

[Indicate the name of the authority conducting the investigation or prosecution of (indicate the criminal matter to which the request relates and its current status)]

The Facts

[statement setting out a summary of the relevant facts constituting the offense and law/s violated; description of the offense/s under investigation or prosecution to which the request relates, and the maximum imposable penalty; statement whether the person/s named in the request are witnesses, victims, or suspects/accused; connection between the evidence requested and the offense being investigated or prosecuted; etc.]

Subject/s of Investigation/Prosecution

[Indicate name/s and other available personal information on the subject/s of investigation/prosecution [e.g., DOB/POB, nationality, address/es, etc.]

The Offense/s

[Indicate offense subject of investigation/prosecution, including text of the specific provision of law]

Need for Assistance

[Indicate specific assistance sought [e.g., obtaining information/documents; etc.; assistance sought should be relevant/have link to the offense/s being investigated/prosecuted; reason for urgency, if urgent; etc.; undertaking, if any]

Confidentiality

[Indicate confidentiality requirement, if necessary; stating the reason/s for such confidentiality)

Contact Person

[Indicate contact person in the Central Authority (requesting authority) and requesting law enforcement/prosecution authority]

¹ The requesting Party may use its own format provided it contains all the required information for the assistance sought.

*Form for Request for Assistance
to the Philippines*

(Date)

[Signatory]

[Seal]