

Annex "B"¹

To: [name of the Central Authority of the Requested Party]

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

Ref. No.:

[The Department of Justice, as the Central Authority of the Republic of the Philippines, requests the assistance of the appropriate authorities of (indicate name of the requested Party) pursuant to (indicate basis of the request)].

[Indicate the name of the Philippine 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

¹ The format required by the State or jurisdiction to which a request is to be submitted will be observed in the drafting of the request.

*Form for Request for Assistance
by the Philippines*

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

[Date]

Secretary
Department of Justice
Philippines

[DOJ Seal]